

Regulations for the degree Philosophiae Doctor (PhD) at the University of Stavanger

Adopted by the Board of Trustees March 31, 2004.

§ 1. Applicability of these regulations

These regulations apply to the doctoral programme culminating in the degree of philosophiae doctor (PhD) at the University of Stavanger. The regulations pertain to admission, participation in and completion of the degree in the programmes where the University is entitled to award the PhD degree.

§ 2. Objectives

The doctoral programme shall qualify students for research activity at a high academic level and for other types of work in which a high degree of academic expertise is required.

§ 3. Responsibility for the doctoral program

Doctoral programmes are under the jurisdiction of the Board of Trustees. The faculties are responsible for the academic and administrative implementation of the regulations for their respective doctoral programmes. The doctoral programmes at each faculty are governed by a doctoral committee which both acts by authority from and serves as counsel for the Dean. For more information, please refer to the doctoral committees' mandate. The doctoral committees are appointed by the rector of the University upon a proposal from the faculties. An institutional research training committee acts on behalf of and serves as counsel for the Board. This committee also tends to the university's need for coordination, administration of regulations and general quality assurance (cf. the committee's mandate).

§ 4. Contents of the doctoral programme

The doctoral programme shall primarily consist of research activity conducted under an academic advisor.

The doctoral programme consists of

- Completion of an independent piece of research in active collaboration with the academic advisor and other researchers
- An approved set of courses or instruction
- Participation in active research environments, both national and international
- Research dissemination that is closely linked to the dissertation in progress

§ 5. Admission

§ 5.1 Admission requirements

In order to be admitted to a doctoral program, the applicant shall usually have completed a five-year Master's programme or its equivalent which the faculty has approved as a sufficient basis for admission to the doctoral programme in question.

Applicants must have a strong academic background. Applicants with a Master's degree from a Norwegian educational institution must have an A or B grade average.

Applicants who have a Master's degree in a subject other than that which is required for admission, or who have a lower grade average, may be admitted following a separate evaluation. Such applicants must be able to document that they are likely to accomplish a doctoral course. It may be necessary to present additional documentation of academic abilities or for instance take an entry test. Such applicants may also be required to take a qualifying course or additional course within a certain deadline. These are not included in the formal requirements for the doctoral degree.

§ 5.2 The application

To apply, an application form must be filled out with the following information

- Preliminary title of dissertation
- Description of research project
- Training programme
- Plan of progress
- A plan for project funding
- A description of the necessary infrastructure
- An account of the need for academic advising and the name(s) of proposed advisor(s)
- Any relevant plans for extended stays at other, including foreign, research institutions or organizations
- A plan for publication/dissemination of results
- Documentation of educational background qualifying for admission
- Information concerning any intellectual property restrictions related to the rights of other parties

Applicants who plan to write their dissertation in a language other than that which is approved in § 9 of these regulations, must submit an application for this along with the application for admission.

The detailed plan for completion of the research project, the project proposal as well as selection of relevant theory and method, shall be prepared in collaboration with the principal academic advisor. The application may contain a draft proposal, but students are then required to submit a complete proposal within six months of admission.

The application must be signed by the principal academic advisor and the relevant department must attest that the necessary infrastructure will be made available.

Applicants who are not fully sponsored through scholarships need to document that 50% of their working time during their doctoral programme can be used for the research training, and that at least one year can be allocated for full time studies.

§ 5.3 Decisions concerning admission

The application for admission shall be sent to the faculty concerned, which in turn will approve the application on the basis of its relevance to the faculty's doctoral programme and on whether regulations, admission requirements and other conditions are met with and the necessary resources are in place.

Admission to the doctoral programme may be made contingent upon funding, institutional admissions capacity, provision of a detailed plan for completion, completion of additional educational programmes or courses, and agreements concerning rights to intellectual property.

The following shall be included in the official notification of admission to the program: the name of the academic advisor, delegation of responsibility for any other specific needs stipulated in the application, and the specific dates of the programme contract period. Any extension of the contract period must be related to the rights of employees pursuant to Norwegian law, or be the subject of a separate agreement.

Admission may be denied in the event that

- rights to intellectual property prevent the publication of results and an open defence of the dissertation
- the relevant and current agreements pertaining to intellectual property are so unreasonable that the institution should not participate in the research project.

§ 6. The contract

Admission to the programme is formalized through a written contract for the doctoral programme. The parties to this contract are the doctoral student, the academic advisor(s), the department and the faculty to which the student has been admitted. In the event that a student has his/her place of work at an institution other than the admitting institution, a separate contract must be drawn up to cover working conditions, including the amount of work time to be allocated to the dissertation project, funding of operating costs, and the need for equipment. The contract shall guarantee that the student participates actively in a research environment and shall facilitate student completion of the programme within the stipulated period.

§ 7. The Doctoral Programme

§ 7.1 Nominal length of study

The doctoral programme shall be designed such that students are able to complete their studies within the stipulated time frame. The contract period may be extended in the event that a student is granted leave from the programme on the basis of his/her legal rights as an employee, or if the student embarks on other projects in addition to the research training. An agreement must exist between the student and the supervisor with regards to such projects. The doctoral programme must be completed (date of defence) within 8 years after admission. Leaves of absence not included. The decision that the maximum period of study has been exceeded and that the programme must be terminated will be met by the faculty and may be appealed against according to the regulations in the Norwegian Public Administration Act [Forvaltningsloven] § 28 and following.

§7.2 Instruction component

The instruction component shall include the academic and methodical training necessary for the work on the dissertation, and for providing the student with a deeper insight into the field of study. Furthermore, the instruction shall provide training in presenting academic work to fellow scholars, students and the general public.

The faculty shall provide all doctoral students with courses and instruction at a high academic level. In the event that the faculty responsible for the programme does not provide all required courses, that faculty must facilitate student participation in comparable courses at other institutions or units that provide accredited doctoral instruction. In subjects where there is no course instruction, students may submit individual reading lists for approval in lieu of course participation.

The instruction component of the doctoral programme shall include courses amounting to a minimum of 30 credits and a maximum of 45 credits. At least 10 of these credits shall include the course(s) in the philosophy of science and ethics on the relevant level. At least 20 credits shall be ordinary doctoral courses. For all courses and for the individual syllabus, assessments will be made and graded in accordance to the University's exam regulations. Completion of the instruction component shall be approved before submission of the dissertation.

The faculties may determine additional regulations for the contents of the instruction component.

The faculties provide a catalogue of approved doctoral courses and other courses that are on a level which makes them relevant for a doctoral programme. Such courses must be approved according to the existing regulations for approval of university courses.

Only courses for which the student has received the grade A or B may be approved as part of the instruction component.

All doctoral students must present their work for a general audience at least once in the form of a lecture. Alternative forms of presentation, eg. a popularised article, may be approved instead.

The faculty may grant exemption from part of the instruction component in the event that the student has completed equivalent and approved instruction or courses at another unit or organization.

7.3 Stays abroad

Normally, doctoral students will spend at least three months of their study period at a renowned foreign academic or research institution where they may conduct work relating to the themes of their research work/dissertation. Should this opportunity not exist or be desired, students may apply for approval of a stay at an equivalent Norwegian institution instead. Alternatively, other arrangements may be made to provide the student with insight into alternative research traditions and approaches to the themes in the dissertation.

§ 8. Affiliation with a research environment

The principal advisor, in cooperation with the faculty, is responsible for facilitating the doctoral student's regular participation in an active research environment. For doctoral students attached to other institutions, an agreement is to be set between that institution and the degree-awarding institution in order to regulate working conditions, including active participation by the doctoral student in an active research environment. (See § 6).

§ 9. The dissertation

§ 9.1 Dissertation requirements

A dissertation shall be an independent piece of academic work which meets international standards in the discipline within which it is written, and which is on a high academic level with regards to statements, conceptual emphasis, methodical, theoretical and empirical foundation, documentation and presentation. The dissertation shall contribute to the development of new knowledge and achieve a level meriting publication in the literature in the field.

Research carried out in collaboration with others may be approved as part of a doctoral dissertation to the extent that the doctoral student's individual input can be identified and documented.

Collections of several smaller research papers may also be submitted as a doctoral dissertation to the extent that the doctoral student's individual efforts can be identified and documented. In addition to the individual parts, a summary must be produced which accounts for the basis, methodical approach and the totality of the dissertation.

The dissertation should preferably be written in English or Norwegian, alternatively Danish or Swedish. If the candidate wants to use another language, this must appear from the application.

§ 9.2 Work that may not be submitted

Research work which has been submitted for previous examination purposes may not be submitted for assessment as part of a doctoral dissertation unless it is included as a minor part of a dissertation consisting of several related works.

§ 9.3 Resubmission

A doctoral dissertation which has been rejected at the University of Stavanger may be resubmitted in a revised form six months after the initial rejection. A dissertation may only be resubmitted for new assessment once.

§ 9.4 Public availability

The dissertation shall be available to the public two weeks prior to the public defence, at the latest.

There shall be no restrictions on the publication of a doctoral dissertation. An exception may be made in the event that a prior agreement has been made concerning delayed publication at an agreed upon date. Such an agreement may take place when the doctoral work is partially or wholly funded by an external party, in order that that external party may determine its interest in possible patents or commercialization of research results. An external party may not require

that all or part of a doctoral dissertation be withheld from publication or in any way hinder it from being made publicly available.

§ 9.5 Rights to use of research results

The doctoral student's rights to the results of his/her own research, the exploitation of patentable findings, copyrights, etc are regulated by the institution's general regulations pertaining to this area of law as well as the Norwegian Act pertaining to inventions produced by employees [Arbeidstakeroppfinnerloven].

§ 10. Academic supervision

Work on a doctoral dissertation shall include individual supervision from an academic advisor. The doctoral student shall have regular contact with his/her advisor(s) and shall participate in an active research environment.

The candidate and the supervisor(s) are both bound by a contract specifying their duties.

At least one of the advisors shall be employed at the University of Stavanger. The advisor must have a doctoral degree or its equivalent in the academic field.

Normally, a PhD student shall have two supervisors. One of the advisors shall be appointed principal advisor, and is responsible for the academic supervision of the student. The principal advisor shall normally be employed at the University of Stavanger.

Within the first year, the student and the supervisor(s) must submit a revised plan for the accomplishment of the degree. The plan must be approved by the faculty.

Both student and advisor shall submit the required reports and documents, in accordance with the regulations of the University, see § 11.

§ 11. Quality assurance and reporting

Every six months, the student and the principal advisor must report to the faculty about the progress in relation to the plan, any changes and necessary actions. The doctoral student and the academic advisor submit individual reports, and these shall be designed such that dual reporting is avoided.

§ 12. Premature termination

§12.1 Voluntary termination

The candidate and the institution may agree to terminate the PhD programme prematurely. Upon such voluntary termination, an agreement must be set up determining how questions related to employment, sponsorship, and rights of ownership to the results should be resolved.

If the voluntary termination is caused by the candidate's wish to start a new project or transfer to a different program, the candidate must reapply for admission on the basis of the new project.

§12.2 Forced termination

The faculty has the right to enforce a premature termination of the PhD programme. Such forced termination may be decided if one or more of the following conditions exist:

- The candidate's repeated and substantial failure to inform, follow up and report
- Substantial delay in the progress of the research project to the extent that it creates reasonable doubt as to whether the candidate will be able to complete the project on time. The substantial delay must be caused by circumstances within the candidate's control in order to lead to forced termination.
- Substantial delay in the accomplishment of the instruction component, caused by circumstances within the candidate's control
- Breach of research ethical guidelines governing the academic field
- The candidate's conduct which is in violation with the mutual trust between the University and the candidate during the programme period, including legal offences related to the completion of the research training.

§ 13. Evaluation

The doctoral degree is awarded on the basis of

- An approved doctoral dissertation and a satisfactory public defence.
- Completion and approval of required instruction, or equivalent, approved schooling or qualification
- An approved trial lecture on a specified topic

§ 14. Application for assessment for degree

An application for assessment of a doctoral dissertation shall be directed to the faculty. The application shall contain seven copies of the dissertation. The application shall also include documentation of completion and approval of the instruction part of the doctoral programme. If the dissertation is found worthy of public defence, an additional 50 copies of the dissertation shall be provided. In addition to this, a brief synopsis in English and Norwegian that can serve as a press release shall be submitted along with the dissertation.

The dissertation shall be submitted in a standard format and in the form (paper, electronic) stipulated by the University.

Work or parts of work previously approved for a doctoral degree in Norway or at a foreign institution may not be submitted even if the work has been revised.

§ 15. Appointment of Dissertation Committee

The faculty shall appoint a Dissertation Committee consisting of at least three members. The composition of the Committee shall be such that

- both sexes are represented, to the extent possible
- at least one of the members has no association with the University of Stavanger
- at least one of the members is from a foreign institution, to the extent possible
- all members hold doctoral degrees or their equivalent

The doctoral candidate's own department or research group or unit may propose potential committee members. Grounds for the proposal must be provided and the proposal shall also indicate how the committee as a whole covers the field(s) dealt with in the dissertation.

The faculty shall appoint either one of the committee members or another person to serve as committee chair.

The academic advisor shall not be a member of the Dissertation Committee or function as its chair.

The candidate for the doctorate shall be informed about the composition of the committee, and may comment in writing on the composition within a week.

The faculty will set a deadline for the presentation of the committee's recommendations. Normally this deadline should be no later than three months after the dissertation has been sent to the members of the committee.

§ 16. The work of the Dissertation Committee

§ 16.1 Withdrawal and reworking

A dissertation which has been submitted may not be withdrawn before the Dissertation Committee has determined whether or not it is worthy of public defence. The doctoral candidate may nonetheless correct formalities in the submitted dissertation. In the event that the candidate does so, corrections must be submitted no later than one month prior to the defence.

The above notwithstanding, the faculty may allow reworking of the dissertation on the basis of the Dissertation Committee's preliminary comments. If such reworking is allowed, a deadline for completion shall be set, and the period allowed shall normally not exceed six months.

If the dissertation is not approved, resubmission is not allowed until six months subsequent to the Committee decision.

§16.2 Obligation to provide information

An academic advisor may be summoned by the Dissertation Committee in order to provide information concerning the advising carried out and the dissertation work.

The Dissertation Committee may request that the doctoral candidate submit material and/or data or provide any relevant additional information.

§ 16.3 The report of the Dissertation Committee

Within a deadline set by the faculty, the Dissertation Committee must determine whether the dissertation is worthy of being defended in a public defence. The decision may include statements from the individual committee members. Dissenting views must be substantiated.

The report of the Dissertation Committee shall be presented to the doctoral candidate, who is given a period of 14 days in which to submit written comments on the report. If the doctoral

candidate has comments that are of relevance to the question of whether or not the dissertation can be approved, these comments must be presented to the Committee before the faculty comes to a decision.

The committee' report and comments, if any, will be dealt with by the faculty.

§ 17. The report of the Dissertation Committee and institutional procedure

§ 17.1 Procedure with unanimous committee decision

If a Dissertation Committee submits a unanimous report, this report shall normally be adopted. If the faculty finds that there are grounds to doubt that the dissertation should be approved, in spite of the unanimous report of the Dissertation Committee, the faculty shall either request further clarification from the Dissertation Committee, or appoint two new reviewers, who shall submit individual assessments of the dissertation. The doctoral candidate's comments, if any, shall be appended. The faculty then votes on the basis of the original report and the subsequent reviews.

§ 17.2 Procedure with a non-unanimous committee report

If the Dissertation Committee is not unanimous in its decision regarding the dissertation, the faculty may vote on whether or not the dissertation is to be approved, the faculty may request further clarification from the Dissertation Committee, or the faculty may appoint two new reviewers, who shall submit individual assessments of the dissertation. The doctoral candidate's comments, if any, shall be appended. The faculty then votes on the basis of the original report and the subsequent reviews.

§ 18. The trial lecture

Doctoral candidates shall hold a trial lecture on a given topic. The topic for the lecture is determined by the Dissertation Committee and is given to the candidate 10 working days prior to the holding of the lecture. The topic of the trial lecture shall not be in direct relation to the topic chosen for the dissertation, but rather the lecture shall serve to document the broadness of the doctoral candidate's academic skills within the academic field of the chosen PhD programme.

The trial lecture shall be held after the dissertation is submitted, but before the defence of the dissertation and preferably on the same day. The trial lecture shall be approved by the Dissertation Committee before the public defence can be arranged.

§ 19. Defending the dissertation

When the trial lecture has been held and approved by the Dissertation Committee, the doctoral candidate may defend the dissertation in public. The venue and time for the defence shall be posted well in advance, as shall information concerning publication and availability of the dissertation.

The defence shall be held in the language in which the dissertation is written or in Norwegian, Danish or Swedish unless otherwise stipulated by the faculty.

There shall normally be two opposing speakers, or discussants at the defence. These two shall be members of the Dissertation Committee and shall be appointed by the faculty.

The defence shall be led by the dean or his/her representative. The leader of the defence shall give a brief presentation of the procedure completed thus far, including submission of the dissertation and the trial lecture. After this introduction, the doctoral candidate shall give a brief overview of the objectives and results of the dissertation project. The first opposing speaker commences the discussion, and the second concludes the defence. The faculty may, however, stipulate a different order and/or division of labour between the doctoral candidate and the first opposing speaker. Members of the audience who wish to pose questions from the floor must notify the leader of the defence of their desire to do so by a designated time in the proceedings.

After the public defence, the Dissertation Committee sends a statement of its evaluation of the defence to the faculty, assessing the trial lecture, the dissertation and the defence of the dissertation. This statement shall conclude either that the defence has been approved or that it has not.

In the event that a defence is not found satisfactory, a new defence may be held. If possible, the new defence shall be evaluated by the original Dissertation Committee. The defence must be found satisfactory before a diploma may be awarded.

§ 20. Awarding of the degree, diploma and transcript

When the faculty has approved the course component, dissertation, trial lecture and defence, a doctoral candidate is awarded the degree of Philosophiae Doctor (PhD) by the University Board.

A diploma and transcript are issued by the University. The diploma shall contain the date of the awarding of the degree and information concerning the academic programme in which the candidate has participated and the title of the dissertation. In addition, a transcript will be issued stating the titles of the dissertation and the trial lecture, along with information about the instruction component that the candidate has participated in and the names of the supervisors.

§ 21. Appeals

§ 21.1 Appeal of application and admissions proceedings

Decisions regarding admission to the doctoral programme (with reference to § 5) may be appealed in accordance with the provisions of § 28 and following of the Norwegian Public Administration Act [Forvaltningsloven]. Appeals, which shall include mention of the grounds for the appeal, shall be submitted to the faculty. If the original decision is maintained, the appeal shall be sent to the University's central Appeals Board for consideration.

§ 21.2 Appeal of decision regarding approval of courses and instruction

In appealing decisions regarding approval of courses or instruction as part of the doctoral program's instruction component, § 12.1 of the Norwegian Public Administration Act

[Forvaltningsloven] pertains. In appeals of decisions regarding examination or test grades, the Norwegian Universities Act [Universitetsloven] pertains.

§ 21.3 Appeal of decision regarding application for assessment or non-approval of dissertation, trial lecture or defence

Decisions involving non-approval of a dissertation, trial lecture or defence may be appealed in accordance with § 28 and following of the Norwegian Public Administration Act [Forvaltningsloven]. Appeals, which shall include mention of the grounds for the appeal, shall be submitted to the faculty. The faculty may set aside or change the decision if it finds justification for the appeal. Failing that, the appeal may be sent to the Board for determination. The Board may reconsider all aspects of the appealed decision.

The faculty or the appeals committee have the rights to appoint individuals or committees to reconsider the existing assessment and the criteria that this assessment is built on, or to undertake new or supplementing evaluation.

§ 22. Enter into effect

These regulations shall enter into effect immediately.