Guide for PhD Education
Doctoral Education for the Future

University of Stavanger is an innovative university that is committed to providing a relevant PhD education of high quality. We have offered PhD programmes since 1999 and currently sport a broad portfolio of doctoral programmes in science and technology, social sciences and Arts and Education.

Our goal is to have our PhD candidates acquire the high level, research expertise that is essential in today’s knowledge-based working life. The institution has a number of well-established, high profile academic environments that facilitate multi- and interdisciplinary research with an emphasis on innovation. We also cooperate closely with the public sector and industry.

PhD education at UiS has a clear international profile and we ensure that all candidates have the opportunity to conduct research at a university abroad. We work with a number of reputed institutions and provide favourable funding for candidates.

We provide excellent career opportunities for our doctoral candidates. There is an increasing demand for doctoral candidates and their knowledge, both within and outside academia. As a result, the role of PhD education in the knowledge society is undergoing change.

As a PhD candidate 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 remain the essence of our character.

Marit Boyesen
Rector UiS
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1. Introduction

The administrative responsibility for the PhD programme at the University of Stavanger is divided between the faculties and the Department of Research and Innovation. 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. This document gives 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 1) the start-up phase, 2) Implementation phase and 3) the Final phase: completion, submission and public defence. 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 (http://www.uis.no/research-and-phd-studies/phd-studies/).

The guide is based on the Regulations for the degree Philosophiae Doctor (PhD). All doctoral level activity at the University of Stavanger is subject to these regulations. Candidates, internal and external supervisors and doctoral training administrators 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 terms of funding. There are rights and obligations, agreements and reporting procedures connected to conditions of employment and study.¹ This guide deals mainly with the Ph.D. candidates’ conditions of study at UiS.

Should not find what you are looking for in this guide, kindly contact your PhD coordinator.

¹ 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. Presentation of PhD Studies

University of Stavanger offers 11 PhD studies, each of which spans a broad range of disciplines:

- **Petroleum Technology**
  includes the disciplines Reservoir Engineering, Drilling and Wells, Natural Gas Technology and Petroleum Geology.

- **Offshore Technology**
  includes the disciplines Construction and Offshore Structures, Mechanical Engineering and Materials Science, Marine and Subsea Technology and Industrial Asset Management.

- **Informasjon Technology, Mathematics and Physics**
  includes the disciplines Mathematics and Physics, Computer Engineering and Signal Processing /Cybernetics.

- **Chemistry and Biological Science**
  includes the disciplines Biological Chemistry, Biomedicine, Chemistry and Environment.

  includes the disciplines City Development and Urban Design, Industrial Economics, Risk Management and Societal Safety.

- **Health and Medicine**
  includes disciplines working to improve the medical services and thereby public health.

- **Management, Economics and Tourism**
  examines the formation and application of value and values, how values are distributed and how the formation and distribution of values can be influenced by politics or commerce.

- **Risk Management and Societal Safety (sociological approach)**
  responds to the emergence of threats and risks in the wake of globalization, terrorism, pandemics and new travel patterns.

- **Sociology, Social Work and Culture and Society**
  covers how society and social institutions affect people and how people as actors can shape their society through actions and ideas.

- **Educational Sciences**
  includes research on learning, teaching and education within various social institutions.

- **Literacy**
  includes reading and writing in society and history, reading and interpretation, reading and writing development and writing systems.
3. Organization of Doctoral Education

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
The Research Committee was established in 2004, and addresses the institutional need for the coordination and management of common rules and procedures as well as overall the quality assurance of doctoral education. The Rector chairs the Committee. Permanent members of the committee are the University Director, Deans of the Faculties, Director of the Archeological Museum (AM), CEO of IRIS and the head of the doctoral candidates’ interest group (UiS DC). The Prorector, the Director for Strategy and Communication, Vice-Deans of Research and the Research Director at AM are attending deputies. The Division for Research and Innovation has the secretarial responsibility for the Research Committee.

Doctoral Committees
The Doctoral Committees at the faculty undertake the academic and administrative responsibility for PhD studies. The faculty doctoral committees were established in 2004 and 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 coordinator is the committee secretary.

b. Academic Manager for Doctoral Studies
An academic manager 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. In line with the job description, he/she shall contribute to the coordination of coursework, develop cooperation agreements with other institutions having similar programmes, be involved in preparing cases for the doctoral committee and initiate joint seminars and workshops. The academic managers work closely with the PhD coordinators at their respective faculties.
c. **PhD Secretariat**

The PhD Secretariat consists of the PhD coordinators at the faculties and those working centrally. The coordinators work closely together and function as both administrative coordinators and contact persons for candidates, supervisors and others who have questions about the institution’s doctoral education. They also function as secretaries for the research committee and the doctoral committees. For contact information, see the back of the guide.

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

UiS DC is the 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. For more information about UiSDC and its contact persons, visit [www.uis.no/research-and-phd-studies/phd-studies](http://www.uis.no/research-and-phd-studies/phd-studies).
4. The Course of Doctoral Studies

a. Overview of the course of study
   The figure below is a shortened overview of the course of PhD studies. Chapter 4 has been written according to the chronology shown in this figure.

   Overview of the course of PhD Studies

   START-UP PHASE
   • Application for Admission to the PhD Programme
   • Application Processing and Clarification of Admission
   • Formalisation of Admission and Date of Commencement
   • The Final Work Plan Processed and Formally Approved

   IMPLEMENTATION PHASE
   • Coursework
   • Supervision
   • Publication
   • Dissemination
   • Study Abroad
   • Compulsory Duties
   • Research Ethics
   • Progress report
   • Mid-term evaluation
   • Academic and Social Services
   • Leave of absence and Illness

   COMPLETION, SUBMISSION AND PUBLIC DEFENCE
   • Proposing the Evaluation Committee
   • Submission of the Doctoral Thesis
   • The Evaluation Committee Report
   • Printing and Publication of the Thesis
   • The Trial Lecture
   • Public Defence
   • Doctorate conferred by the University Board
   • Graduation Ceremony
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 Programme Funding**

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 candidates at UiS*

The majority of our PhD students are funded through scholarship/grant schemes that encompass a three or four year employment contract between the candidate and the University of Stavanger. The appointment automatically leads to admission to the PhD programme. Admission is granted under the assumption that the candidate hands in a completed, revised project and education plan (PhD plan) to the faculty, within the time limit stipulated in the employment contract. The plan will be evaluated and subsequently approved by the doctoral committee.

While examining the revised PhD plan, the doctoral committee should also be presented a well-reasoned suggestion as to who will be the supervisor (group). The planned study programme, including any dissemination of academic results and international research stays must be further specified and will be evaluated when the revised plan is available. If the PhD plan is not in place within the deadline stated in the employment contract, the employer has grounds to consider terminating the employment contract.²

*Externally funded candidates*

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. This applies, for e.g. to candidates financed through the National Research Council’s Industrial PhD Scheme and Public Sector PhD Scheme. 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 operating costs and well as funding for study abroad periods.

² Regulations on conditions of employment for posts of as postdoctoral research fellow, research fellow, research assistant and resident (2006).
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. PhD candidates are required to have a year of residency at the University of Stavanger.

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).

Admission to PhD training
Candidates who are not employed at the University of Stavanger must apply for admission to the programme / course of study. Once funding/the letter of appointment is in place, the supervisor has been contacted and an outline of the project description is in place, the application for admission to the PhD programme must be delivered to the PhD coordinator at the concerned faculty. The faculty’s doctoral committee must approve the application before the candidate takes up the position and the approval must be in place prior to the commencement of funding. Admission to the PhD programme is initially granted on a conditional basis (see the paragraph below).

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

**Documention of education that forms the basis for admission**
To be admitted to the PhD programme, applicants must have a five year masters degree or its equivalent. 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
• 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\(^3\)
• An account of any legal and/or ethical issues raised by the project and how these can be addressed and clarified.\(^4\)

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 main academic supervisor must sign the application. The relevant department / centre must certify that office space and other infrastructural assistance can be provided to the candidate.

Candidates employed at the University of Stavanger will be required, at the time of application for the position of research fellow, to present documentation of the education that forms the basis for admission as well as a project description if required by the advertised position.

ii. Application Processing and Clarification of Admission
Only candidates with external funding need to apply separately for admission to a PhD programme. The faculty’s doctoral committee handles application for admission to the PhD programme. Admission will normally be subject to funding, admission capacity, the individual coursework plan, 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.

\(^3\) 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.

\(^4\) 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.
Once the candidate is granted admission, the faculty will send the PhD candidate a letter of admission and the admission agreement (the ABC agreement), together with the University of Stavanger’s PhD Regulations and Guide for PhD Education. 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.

Candidates employed at the University of Stavanger will usually receive the above-mentioned documents from the PhD coordinator at the relevant faculty together with the employment contract.

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 year.

**iii. Formalisation of Admission**

If the application process results in admission, this is formalised through a written document, **“Agreement on Admission to the PhD Programme”**. The ABC 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 supervision 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.

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5 Where the final plan for the PhD programme is mentioned, this is in line with regulations concerning the conditions for employment in academic positions § 1-3 (8), and refers to all points in the above description of the PhD project.
• 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 degree-granting institution. 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 PhD coordinator.

During the course of the PhD programme, if there is a need for changes to the agreement, this shall be clarified 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 amended in the annual progress report.

iv. The Final Work Plan Processed and Formally Approved
The revised, completed PhD plan (including the individual training plan, further development of the academic rationale of the project, additional education and/or intellectual property agreements) must be made available no later than three months after the candidate has received temporary admission. Once the doctoral committee approves the PhD project plan, it 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.

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 the relevant authority approves such changes. 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

• If you are employed in a research fellow at the University of Stavanger, you will automatically receive a letter of admission and other important documents together with the employment contract.
• If you are not employed by the University of Stavanger, you must submit an application for admission to the programme, with required documentation, to the faculty’s PhD coordinator as soon as funding / employment at another institution has been clarified.
• 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.
• 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 returned to the faculty’s PhD coordinator at the earliest.
• 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 amended in 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.
• Once admission has been granted, the supervisor and the candidate
must collaborate to prepare a revised project description/work plan. 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.

• Study abroad can be very instructive and it is therefore important that you start thinking at an early stage about the institutions and environments that may be relevant for your candidate to visit.
c. Implementation

If the candidate, through the course of the programme, requires information that cannot be found in this guide, we recommend that they contact thesis supervisor(s), or alternatively their employer/the Head of Department or the faculty’s PhD coordinator.

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.

Requirements regarding training in scientific theory and ethics, as well as in methodology are common to all studies. The remaining credits represent thematic courses at the PhD level. Faculties maintain a directory of approved PhD courses. An overview of the courses offered for the various studies, both compulsory and optional, are listed on the PhD studies’ website.

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 appointed 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 active researchers. At least one of the appointed supervisors must have successfully guided at least one candidate through a PhD, from start to public defence. If this requirement cannot be met, supervisors are required to undergo training as PhD supervisors during the first two years of supervision (cf. PhD Regulations § 7-1).
Information about the research supervisor development programme at UiS can be found at www.uis.no/vuk.

In Part B of the ABC Agreement, it is stated that the supervisor shall:

• advise on the formulation and refining of the subject and its challenges, as well as discuss and evaluate hypotheses and methods
• discuss the programme and the implementation of the project description (outline, language, documentation, etc.)
• discuss results and the interpretation thereof
• keep abreast of the candidate’s progress and assess it in relation to the planned progress
• assist in the candidate’s integration into a relevant academic community, including facilitating research stays abroad during the course of the PhD.
• Provide guidance regarding academic dissemination.
• 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 completion of the programme, and also help to facilitate an opportunity to conduct research abroad 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
During the course of a long mentoring relationship, it is natural to have productive and creative phases and also more challenging phases. If either a candidate or supervisor fails to fulfill his/her obligations, this shall be taken up with the other party. The parties will jointly seek to find a solution to the difficult situation. If, after discussion, the parties have not reached an agreement regarding a resolution of the dispute, the candidate or supervisor may request to be released from the supervision agreement. This request shall be sent to the doctoral committee, and the committee will decide the outcome of the dispute. The PhD candidate and supervisor may, by mutual agreement, ask the doctoral committee to appoint a new supervisor for the candidate. The supervisor cannot be relieved of his duties before a new su-
The supervisor is appointed. Over time, if the supervisory relationship prevents the progress of doctoral work, it is both necessary and sensible to face the problem head on. This will be beneficial for both the candidate and supervisor.

Conditions governing changes in supervision are described in Part B §7 of the ABC Agreement.

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 subjects may be well served by the coherent treatment that only monographs allow for, but the monograph form may limit the possibilities for feedback from peer while the work is in progress. In certain disciplines it is common to submit monographs based on articles published during the course of the study. A dissertation based on scientific articles offers a PhD candidate the benefit of independent peer review and editorial control. The articles will also force the work to move in stages, which may be positive for the overall progress of the work.

At an early stage in the process, it is important that the candidate and the supervisor take a stand on the form that is most suited to the research project.

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 content of the dissertation comprises 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 peer-reviewed journals. Please contact your PhD coordinator to get an overview of content requirements for an article-based dissertation.

If the thesis includes joint work, the PhD candidate must obtain declarations from the co-author(s), specifically granting consent for their works to be used
as part of the PhD thesis. There is a stipulated form for declaring co-authorship, which must be sent in to the faculty, along with the candidate’s application for thesis evaluation (The form can be found on the UiS Phd website). Supervisors are also considered as co-authors and must therefore also complete the co-authorship declaration forms (as per co-authorship recommendations such as the Vancouver Recommendations, NENT and NESH guidelines for co-authorship etc.). The summary section of the dissertation (commonly referred to as the “kappe”) must be authored solely by the PhD candidate.

The dissertation should also be published electronically in the knowledge archive, UiS Brage, so that it is publicly available: http://brage.bibsys.no/xmlui/handle/11250/92958

This is in line with the Norwegian government’s recommendations for publicly funded research and the university’s “open access” policy. Contact the university library for more information about publication.

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.

The thesis must be printed in the prescribed UiS template. It can be extremely time-consuming to transfer a finished manuscript to the template. Candidates are therefore recommended to use the UiS template from the start of the writing process. The template and its associated user manual can be obtained by contacting IT support.

iv. Dissemination

One of the main elements of doctoral education is the dissemination of scientific knowledge. During their course of study, all PhD candidates must make 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
- Poster presentations
- Presentation of papers at conferences, research seminars, etc.
It is important that all candidates check with their faculty regarding current guidelines for dissemination within the individual disciplines.

All faculties have their own media contact, who can give advice and inspiration for research dissemination. We recommend that all PhD candidates get in touch with the media contact at their faculty, at an early stage of the doctoral course. You can find an overview of the relevant contacts on the following website: www.uis.no/kommunikasjon.

v. Study Abroad

Normally, PhD candidates spend at least three months of study at a reputed foreign educational or research institution (PhD regulations § 7-3), 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 the research community, is 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 and contacts.

A research stint abroad can be quite demanding, but we strongly recommend it. A stay abroad guarantees new perspectives. 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. 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, available for candidates who cannot obtain funding from other sources. 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. Read more about the mobility scheme in the Guidelines for Allocation and Use of Mobility Funds 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.

Compulsory duties are normally carried out at the department. The employer, in this case 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 ABC 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. 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. It is priorities for UiS that those enrolled in a PhD programme have

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5 The Ministry’ for Culture and Science’s Guidelines for Employment as a Research Fellow at Universities and University Colleges of 17/02/1986
a clear awareness of ethical standards and guidelines. The various research areas at the University of Stavanger have their specific ethical challenges. 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 in their respective fields, with particular emphasis on the ethics of citation and the rules for co-authorship (Vancouver Recommendations). In the admission agreement, both the candidates and supervisors must sign that they are familiar with this responsibility.

The National Research Ethics Committees (www.ettikkom.no) has developed guidelines to help researchers and society to reflect on their ethical beliefs and attitudes, become conscious of norm conflicts, promote good judgement and the ability to make informed choices when facing conflicting considerations. More information about ethics at the University of Stavanger is available on our website.

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, and will state any deviations from the plan, including changes in funding, coursework, publication plans, study abroad plans and the academic progress of the project in general.

The PhD candidate and the supervisor report separately on electronic forms that can be found on Canvas. The faculty’s PhD coordinator sends out a reminder and link well before the reporting deadline, and 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.

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 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 basis for these conversations.

ix. Mid-term evaluation
A mid-term evaluation of doctoral thesis work will be conducted either in the third semester or at the latest, during the fourth semester. The candidate will present his/her work for assessment by an evaluation team, consisting of two persons appointed by the faculty (cf. the PhD Regulations §10-2). Mid-term evaluation is of great significance to the candidate’s work process. It opens up a possibility to discuss the PhD project with peers, and offers candidates a chance to refine and develop all the elements of the research design and its internal consistency.

Mid-term evaluation is usually conducted in the form of a public seminar. The duration is usually about two hours, while this may vary across faculties. Composition of the evaluation team may also vary. At the Faculty of Arts and Education, it is compulsory to have at least one external member. It is important that the supervisor(s) and candidate make themselves familiar with the guidelines at their faculty.

If the evaluation team reports significant weaknesses in the research work, measures must be taken to rectify the situation.

x. 90% seminar and Final seminar
At the Faculty of Social Sciences and for certain candidates at the Faculty of Arts and Education, a 90% seminar will be held towards the end of the PhD course, prior to the candidate submitting his/her thesis for evaluation. The 90% seminar is public, and is essentially a conversation between the candidate and a commentator, whose task it is to evaluate and provide critical and constructive feedback on the thesis. This gives the candidate an opportunity to refine work in the final phase and to prepare for the thesis defence.

The Final seminar is a compulsory element in the PhD programme at the Faculty of Arts and Education. The seminar is designed for PhD candidates who are about to submit the thesis for evaluation.
xi. Professional development courses, support services and regular events
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 our website as and when they happen. Only the regular schemes and events are presented here:

Introductory Seminar
Twice a year, the Department of Research and Innovation organizes an all-day seminar for new PhD candidates. The goal of the seminar is to familiarize PhD candidates with the organizational structure of doctoral education at UiS, support services and candidates’ rights and duties in the PhD programme. Academic and administrative staff from the different faculties, as well as representatives of PhD candidates, will be on hand to answer questions from the new PhD candidates.

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, public information, statistics, standards, etc. On the website you will find information about writing, publishing, literature surveillance and also key information regarding registration in Cristin and electronic publishing in UiS Brage. The library offers assistance in evaluating research publications so that you find the right journal for your article, possibly even journals that publish in Open Access.

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. On the library’s website, you will get access to the website, PhD on Track, which offers candidates useful advice for dealing with research challenges. See the overview of courses on the library website or contact the University Library for more information.

The University Library can also quickly procure articles and books through the International Library Network.

Supervisor-Candidate Seminar
Once a year, the Department of Research and Innovation invites all PhD candidates and doctoral supervisors at the institution to an all-day seminar about challenges in Phd education. The seminar provides a good opportunity for networking within and across disciplines.
Seminar on Research Ethics
Once a year, UiS organizes a half-day seminar on research ethics. The seminar addresses current topics such as plagiarism, scientific fraud and misconduct and good scientific practice. The seminar is public and open to all.

Courses in generic and transferable skills
In addition to the academic subjects, UiS offers training that assists in developing personal and professional skills that will benefit candidates in professional lives, whether that be in academia or elsewhere. The courses are under continuous development and cover areas such as communication skills, presentation techniques and personal management. Information about current courses is published both on UiS website and intranet. The courses are usually in English.

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.

xii. Leave of absence and Illness
Candidates must correctly report approved leaves of absence, spanning a certain length, to extend both their funding and their period of research. This information is also required for candidates to register the correct time of completion of their doctoral degree. Approved leaves of absence, longer absence due to illness, compulsory duties and part-time studies with prior approval are not taken into account when calculating the implementation time that the university reports to the ministry. As an employee at UiS, you have access to physical and psychological help through occupational health services.

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 course-
work 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.

Research Project and 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.
- Having as much as possible of your work accepted in scientific journals will be an advantage that can raise the quality of your dissertation, since you have already undergone thorough academic critique through peer review. The University library’s services and website will be useful for literature searches.
- 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.

Research Ethics
- Familiarize yourself with relevant research ethics and guidelines.

Study Abroad:
- Study Abroad will often require extra work, but is still highly recommended. Plan well in advance for a research period abroad.
- The host institution and the research community must be chosen with care, and in cooperation with the supervisor.
- If you wish to apply for a scholarship, you should be aware that many scholarship schemes have deadlines more than a year prior to departure.
- The Research Council of Norway’s website has information about its mobility schemes and application deadlines. It is also possible to get directly in touch with the contact person for the programme you are interested in.
• Your supervisor(s) can give you tips about possible scholarships.
• There may be travel funding in certain research projects.
• If you are unable to obtain funding from external parties, you may apply for three to six months funding 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 supervisor advises the candidate about proposed courses, both courses offered at University of Stavanger and externally. The doctoral committee must approve the courses that are part of the coursework component.
• Begin planning a research stint abroad as early as possible, and advise PhD candidates wisely regarding the selection of institution and research community, 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.
• Make the candidate aware of current research ethics guidelines.
d. Final Phase – Completion, Submission and Public Defence

i. Proposing the Evaluation Committee
Prior to the submission of the doctoral thesis, the main 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 the Department. The Evaluation Committee, consisting of 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 UiS
- at least one of the members must be from a foreign institution;
- all the members hold a doctoral degree or equivalent expertise

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. 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 regarding 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 committee. Once this is done, the proposal is sent to the doctoral committee (acting on behalf of the Rector) for consideration and a final decision. The doctoral committee 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 thesis assessment, 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 declarations of co-authorship, 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 and the Evaluation Committee’s proposal 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:

- Application for assessment of the dissertation on a stipulated form
- Seven copies of the dissertation
- Declaration of co-authorship on a stipulated form. If the thesis contains joint work, declarations must be obtained from the other authors, clarifying co-authorship in the individual works
- Documentation of authorizations, if any
- Documentation of approved doctoral training
- Report on completed 50% and 90% seminars, if applicable

A completed press release form from PhD candidates must also be handed in later. 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.

The press release form must be submitted once the dissertation is approved for public defence. 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 is 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, at the latest, four weeks before the evaluation committee presents its report.

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.

iii. The Evaluation Committee Report
No later than 25 working days before the planned public defense, the Evaluation Committee shall present a well-argued 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 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 the Evaluation Committee, its 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 in its final version. As soon as your dissertation is approved for public defence, contact your PhD coordinator at the faculty to be assigned a dissertation serial number, an ISSN number and an ISBN number. These numbers must be printed on the thesis covers.

The University of Stavanger’s official cover and templates for the PhD thesis must be used. The University printery, Attende, located on the university campus, has access to the standardized cover and templates for the PhD thesis, and will print the thesis.
The dissertation must be printed in accordance with the established template. Electronic templates are also available through IT services. Making a correct pdf file can sometimes be very time consuming. A certain number of copies of the completed thesis must be submitted to the PhD coordinator at the faculty:

- 50 copies at the Faculty of Science and Technology
- 80 copies at the Faculty of Social Sciences
- 70 copies at the Faculty of Arts and Education

The invoice for the required number of copies 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. Attendee ensures that two copies of the thesis are submitted to the library.

The doctoral thesis is published electronically in the scientific archive UiS Brage, so that it is publicly accessible, unless there are specific reasons for not doing so, such as significant third-party copyright material that is included in the thesis. 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 the copyright of their thesis, unless they themselves transfer the copyright. A copy of the thesis will be made available during the public defence.

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 of the lecture is to test the candidate’s ability to disseminate research-based knowledge. The lecture(s) must be of a high academic standard, but communicated in such a way as to be followed by those with the knowledge corresponding to that which would be found among advanced students of the subject. The lecture will last for 45 minutes.

The PhD candidate will be informed of the title/subject of the trial lecture 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 defense.

Procedures related to the trial lecture are further described in Regulations § 20.01 Trial lecture, and also in the Guidelines for the Evaluation of Norwe-
vi. Public Defence

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

Prior to the defence, the Chair of the Evaluation Committee and the faculty’s PhD coordinator must agree upon their responsibilities and division of tasks. The Chair of the evaluation committee appoints a time and date for the public defense, 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 connected to the public defence, the monitoring of the evaluation committee and the sharing of tasks between the evaluation committee and the PhD coordinator, have been drawn up.

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

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 and the trial lecture. The PhD candidate will then explain the purpose and findings of the doctoral research project. The first opponent begins the questioning of the PhD candidate and the second opponent concludes the same. Each faculty can decide upon a different order or division of tasks between the candidate and the opponents. Those members of the audience who wish to participate in the deliberations ex auditorio must give notice to the Chair within the timeframe 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 evaluates the dissertation, the trial lecture and the defence, and concludes whether the defense has been approved or not.

For further information about the public defence, see Procedures for the Public Defence on the UiS website. The trial lecture and public defence are referred to in Regulation § 20 The Doctoral Examination and § 21 Approval of Doctoral Examination.
The faculty covers the external committee members’ fees, travel expenses and accommodation. For the PhD candidate, expenses incurred for printing, travel, and organizing a celebratory event 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
Once the defence is completed, the candidate, supervisors, opponents and guests are invited to a lunch, the expenses of which are covered by the university. Additionally, it is tradition to invite committee members, supervisor(s) and the Chair of the public defence to a doctoral dinner following the defence. This is a private event, and expenses are covered by the candidate. Dinner expenses for the supervisor(s), opponents and such are tax deductible. The same does not apply for family and friends. The deductions for PhD expenses come in addition to the minimum standard deduction. The deduction is entered in point 3.3.7 of the tax return form and must be documented with receipts and a list of the participants if the tax office requests such information.

viii. Checklists for the Final Phase

Checklist for the PhD Candidate

- As you approach the submission of your thesis, contact the PhD coordinator at your 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 application form for the assessment of the dissertation to the PhD coordinator, along with the necessary attachments.
- After the dissertation has been approved you will, in cooperation with Attende, 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 assigned to the thesis.
- Contact the printery to arrange printing and to ascertain the form in which the thesis must be submitted to them.
• The electronic template for the dissertation can be obtained from IT services.
• Notify the IT manager about the need for AV aids during the public defence and test the equipment beforehand.
• Contact the University Library regarding electronic publication in Brage.

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 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 the submission of the thesis and the public defence and 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 of 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 the organization of the public defence. The Chair of the Evaluation Committee and the faculty’s PhD coordinator have a pre-agreed upon division of responsibilities.

The Chair of the Evaluation Committee is normally responsible for the following tasks, before the defence and on the actual day of the defence:
• Agree upon a progress plan for the final phase of the PhD with the candidate, the supervisor and the committee. There should not be a gap of more than 5 months between the submission of the thesis and the public defence.
• The date for the public defence can be set before the thesis has been approved, but it is important to remember that this involves a risk of having to cancel the defence in the event that the thesis 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. The date of defence can be agreed upon before the dissertation is approved.

- Ensure that the evaluation committee’s work in assessing 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 and expenses for food and catering in the Personnel Manual for Civil Servants apply.

- The faculty’s PhD coordinator is normally responsible for the following tasks, before the defence and on the actual 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.
  - Send the thesis to the committee, together with an overview of where the work was completed, the name of the supervisor(s), documentation of approved coursework and declarations of co-authorship, if any.
  - Send the PhD Regulations, Guidelines for the Evaluation of Norwegian doctoral degrees and Procedures for Public Defence at UiS to the committee members.
  - Ensure that topic for the trial lecture published and that the candidate is informed of said topic at 10 a.m., ten working days before the trial lecture.
  - 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 is 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 of the thesis.
• 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.
5. Contact our PhD administration

PhD coordinators have administrative responsibility for the PhD program at the University of Stavanger and provide information and practical assistance.

The Faculty for Arts and Education
Solveig Røwekamp
E-mail: solveig.rowekamp@uis.no
Telephone: 51 83 36 24

The Faculty of Social Sciences
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Lene Myhren
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Telephone: 51 83 25 02

For further information, please check our website,
http://www.uis.no/research-and-phd-studies/phd-studies