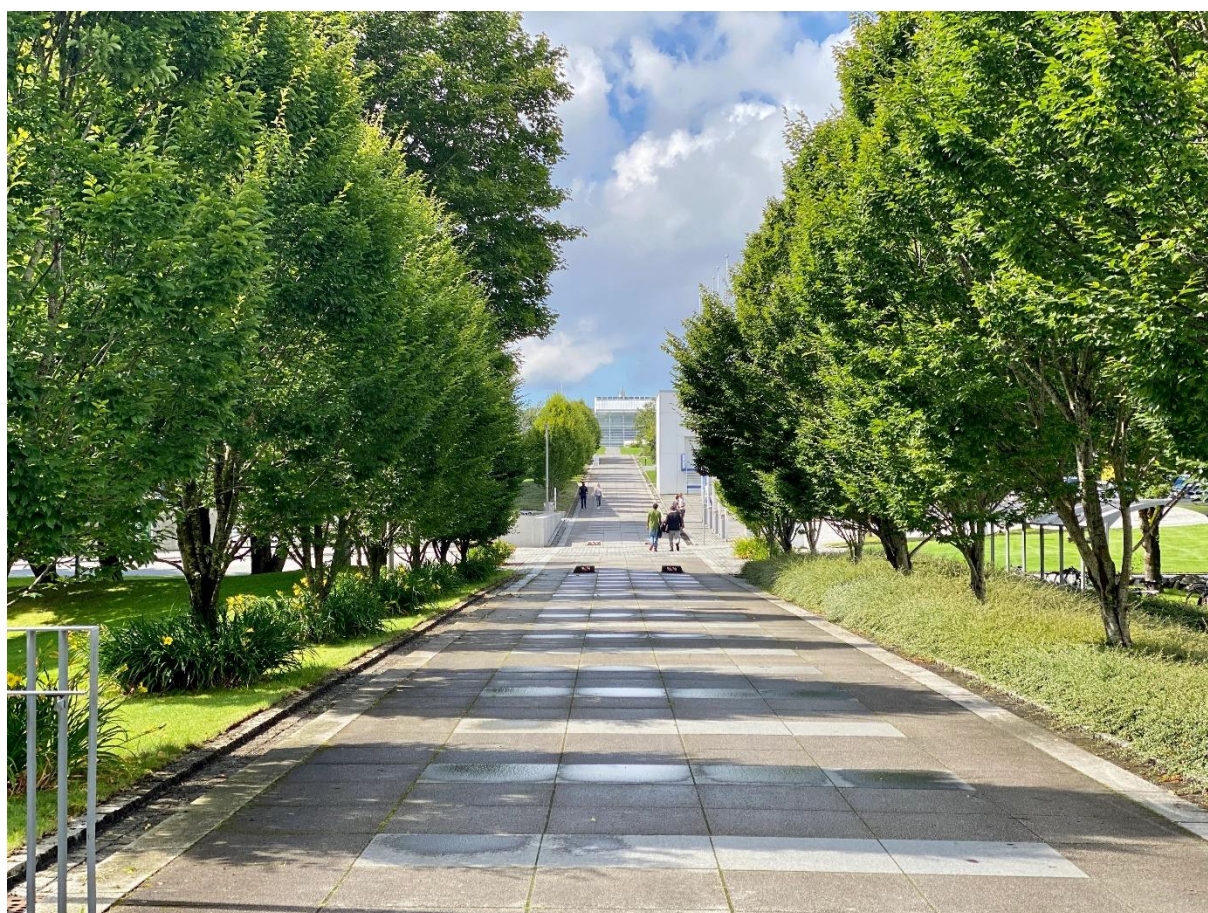


# **PhD Guide**

## **for**

# **the University of Stavanger**



**2022**

## Doctoral Education for the Future

The University of Stavanger (UiS) aims to offer relevant, high-quality PhD education in line with our profile as an innovative university. Following 20 years of providing doctoral education, we can present a broad portfolio of PhD programmes within technology and natural sciences, health sciences, social sciences, economics, educational sciences and the humanities.

Our goal is for doctoral candidates to develop general research competence at a high level, with excellence that is essential for a knowledge-based working life in constant change. A number of well-established academic environments enable research across faculties and disciplines, with a special emphasis on innovation. Close collaboration with relevant professional environments in both the private and public sector is a driving force for continuous development and improvement.

Doctoral education at UiS has a clear international profile. We work closely with several acknowledged institutions worldwide, and we have funding schemes in place to enable doctoral candidates to go on research stays at universities abroad. Over the years we have seen that the career potential for our doctoral candidates is good, with an increasing number of doctors pursuing careers both inside and outside academia.

As a doctoral candidate at UiS you will get a chance to shape the research education you are part of and thereby influence the future of the knowledge society. Our goal is that the condition for social development is shaped through our doctoral projects. Through the research of our doctoral candidates, we will bring knowledge and tools into society to meet the major societal challenges.

The foundation of our postgraduate education is scientific quality; at the same time innovation lies at the heart of everything we do. Together we will challenge the well-known and explore the unknown.



Klaus Mohn  
*Rector, UiS*

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# 1. Introduction

The University of Stavanger (UiS) has 5 PhD programmes with a total of over 400 PhD candidates. The PhD education is a three year long course resulting in a thesis or an artistic result. Despite differences between the PhD programmes, the majority of the way the PhD course is organized is the same for all faculties.

The administrative responsibility for the PhD programme at the University of Stavanger (UiS) is divided between the faculties and the Research Department. 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 UiS.

## About the PhD Guide

The purpose of the PhD Guide is to give you necessary information about the PhD Course at the University of Stavanger.

The guide is based on the *Regulations for the degree [Philosophiae Doctor \(PhD\) at the University of Stavanger](#)* and *Regulations for the degree Philosophiae Doctor (PhD) in Artistic Research* (has not entered into force yet). All doctoral level activity at the UiS is subject to these regulations. Candidates, internal and external supervisors and doctoral training administrators should all be well acquainted with these regulations. Furthermore, it is important to make yourself familiar with the study plan of your respective PhD study programme, which provides more specific rules and regulations to your study.

This guide is chronological and covers the most important components in 1) the start-up phase, 2) the implementation phase and 3) the final phase: completion, submission and public defense. 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 UiS' [PhD studies webpages](#).

The majority of our PhD candidates are employed as research fellows at UiS. A few candidates have an external employer. Conditions of study at UiS are applicable to 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.<sup>1</sup> This guide deals mainly with the PhD candidates' conditions of study at UiS.

Should you not find what you are looking for in this guide, kindly contact the Research Department or the PhD coordinator at your faculty.

We hope that this guide will be of use for you during your time as a PhD candidate at UiS, and wish you the best of luck!

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<sup>1</sup> Relevant documents concerning PhD education at UiS are: 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 institution's personell department, 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

The University of Stavanger offers five PhD programmes, each of which spans a broad range of disciplines:

- **PhD Programme in Science and Technology** offers five specialisations: Energy Engineering and Geoscience, Offshore Technology, Mechanical and Structural Engineering, Information Technology, Mathematics and Physics, Risk Management and Societal Safety, and Chemistry and Biological Science.
- **PhD Programme in Health and Medicine** includes disciplines working to improve the Medical Services and thereby public health
- **PhD Programme in Social Sciences** deals with how society and institutions influence people and how people through deeds and ideas shape society. Further, the programme covers how benefits and values are shaped and applied, how resources are distributed and how the formation and disposability of values are influenced
- **PhD Programme in Educational sciences and Humanities** (*former PhD in Educational sciences and PhD in Literacy*) includes research within various humanist, artistic/aesthetic subjects and within pedagogy, special education, didactics and literacy.
- **PhD Programme in Artistic Research** is an interdisciplinary degree for the fields of music, dance and documentary movies. This is a joint degree between The faculty of performing arts at UiS and The faculty of arts at the University of Agder.

## 3. Organisation of Doctoral Education

### Committees

The University of Stavanger has one central Research and Innovation Committee and four faculty doctoral committees that handle matters related to doctoral education.

**The Research and Innovation Committee** addresses the institutional need for the coordination and management of common rules and procedures as well as the overall quality assurance of doctoral education. The doctoral candidates' interest organisation (UiSDC) has a representative in the committee. The Research Department and the Innovation Department share the secretarial responsibility for the Research Committee.

**Doctoral Committees** at the faculties undertake the academic and administrative responsibility for PhD studies.<sup>2</sup> 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 and a representative elected by the doctoral candidates are the permanent members. The faculty PhD coordinator is the committee secretary.

### Academic Head for Doctoral Studies

An academic head is appointed for each of the university's doctoral programmes. This person serves as the key contact person for the programme, in charge of its development and coordination. 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 heads work closely with the PhD coordinators at their respective faculties.

### PhD Secretariat

The PhD Secretariat consists of the PhD coordinators at the faculties and those working on matters related to the PhD education in the Research Department. 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. For contact information, see the back of the guide.

### UiS Doctoral Community (UiSDC)

UiSDC is the PhD candidates' interest group. This is a nonprofit organization open to all PhD candidates at the UiS, 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 the [UiSDC website](#).

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<sup>2</sup> The PhD programme in Social Sciences is organisationally located at the Faculty of Social Sciences and administered together with UiS Business School and the Museum of Archeology.

## 4. The Course of Doctoral Studies

### a. Overview of the course of study

This chapter describes important elements in the course of PhD studies and provides practical tips for both potential and current candidates, supervisors and others involved in the PhD program at UiS. The chapter is structured in line with the overview below.

### **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
- Work plan processed and formally approved within 3 months after commencement

#### **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
- Personal budget

#### **COMPLETION, SUBMISSION AND PUBLIC DEFENCE**

- Proposing the evaluation committee
- Submission of the doctoral thesis
- The evaluation committee's report on the doctoral thesis / the artistic doctoral result
- Printing and publication of the thesis / publication of the artistic doctoral result
- The trial lecture
- Public defence
- Doctorate conferred by the rector
- Graduation ceremony and dinner

# An ideal three year's course of study

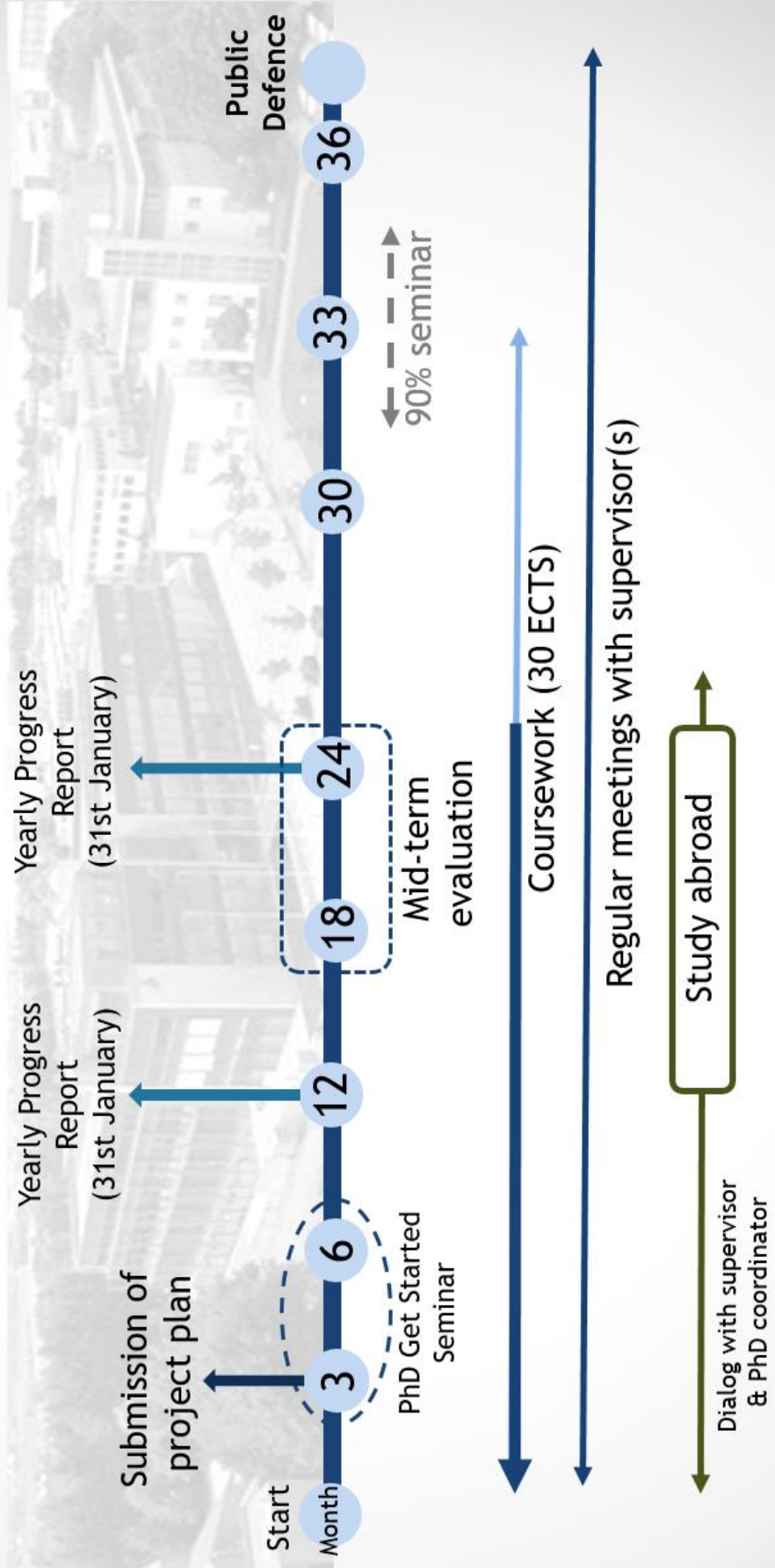


Figure 2. The course of PhD studies



## Start-up Phase – Application and Admission

The appointment process, including application and admission, as well as the conditions related to this, are described in the [PhD Regulations §§ 2-1 to 2-5v](#).

### Application for Admission to Programme Funding

#### Funding and employment

##### *Candidates who are employed at the University of Stavanger*

The majority of our PhD students are employed at the University of Stavanger. Employment as a PhD candidate includes admission to a PhD Programme. Admission is granted under the assumption that the candidate hands in a completed 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. At least one supervisor will be appointed when the plan is approved.

Regular rules of employment apply to PhD candidates employed at UiS. Guidelines pertaining to conditions of employment at UiS 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 \(2006\)](#).

##### *Candidates who are not employed at the University of Stavanger*

Some of our PhD candidates are admitted to one of our PhD programmes, while employed at another institution or business.

In this situation, the financial terms of participation in the PhD programme must be clarified by the funding party and UiS 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 lump sum for funding PhD candidates. This sum includes salary, social security costs, social and operating costs, as well as funding for study abroad periods. The faculty stipulates potential requirements concerning residence duty.

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. A possible requirement of being in residence at UiS is stipulated by the faculty or PhD programme.

#### Admission to PhD training

Candidates who are not employed at UiS 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 commencement of the PhD training. Admission to the PhD programme is initially granted on a conditional basis (see the paragraph below).

According to the *PhD Regulation § 2-2* the application must include:

##### **1. Documentation of education that forms the basis for admission**

To be admitted to the PhD programme, applicants must have a five-year master's degree or its equivalent. Applicants must have a strong academic background. The faculty can determine supplementary requirements (*PhD Regulations § 2-1*).

##### **2. 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
- Information about any plans for a research stay abroad
- Plan for research dissemination
- Documentation of special needs for academic and material resources
- Information about any restrictions on intellectual property rights<sup>3</sup> to protect other's rights
- An account of any legal and/or ethical issues raised by the project and how these can be addressed and clarified.<sup>4</sup>
- Proposal of at least one supervisor as well as a statement of association with an active research community.

Applications must be submitted to the appropriate faculty on the stipulated application form. The 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.

### 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 work 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 *PhD Regulations § 2-3*. If the application for admission is rejected, the candidate has the opportunity to appeal (*PhD Regulations § 10-1*).

Once the candidate is granted admission, the faculty will send the PhD candidate a letter of admission and the [Agreement relating to admission to and the completion of PhD education at UiS](#), together with UiS' *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 work plan<sup>5</sup> for doctoral training.

Candidates employed at UiS will usually receive the above-mentioned documents from the PhD coordinator at the relevant faculty. The employment contract will be sent by the HR department.

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.

A potential obligation to be in residence at UiS must be indicated in the letter confirming the admission.

The faculty/researcher school itself can stipulate such an obligation.

### Formalisation of Admission

If the application process results in admission, this is formalised through a written document, [Agreement relating to admission to and the completion of PhD education at UiS](#).

The agreement is completed by the PhD candidate and the other involved parties and must be sent to the faculty's PhD coordinator. Candidates at the PhD programme in Social Sciences send their agreement to UiS IT Information Management ([Informasjonsforvaltning@uis.no](mailto:Informasjonsforvaltning@uis.no)) as soon as possible, no later than 1 month after their start-up date.

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<sup>3</sup> There can be no agreement to prevent publication of results and public 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 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. Cf. Agreement relating to admission to and the completion of PhD education at UiS

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

<sup>5</sup> Where the 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.

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 documented in the progress report. Part B is updated for each change in the supervisor relation. Both leave and other conditions that result in changes to the agreement must be amended in the Annual Progress report.

### Work Plan Processed and Formally Approved

The 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 normally be made available no later than three months after the candidate has received temporary admission. The PhD project plan has to be approved by the doctoral committee and will afterwards form the basis for the implementation of the PhD project.

Significant changes have to be reported in the annual progress report after they have been approved by the doctoral committee.

### Changes in the PhD plan

During the programme, it is important to have an updated plan. The PhD plan is an important tool when it comes to develop a solid and realistic scheme for the implementation of the PHD course within the time frame. In cooperation with their supervisor(s), the PhD candidate must at all times ensure that the plan is up-to date.

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 within the stipulated timeframe. If there is a need to do significant changes, for example fundamental changes in topic issue or if the data collection process or choice of methodology is no longer realistic, the changes have to be approved by the faculty, cf. section 5-1.

## Checklist for the Start-up Phase

### Checklist for the PhD Candidate

- Ensure that you are familiar with [UiS' PhD regulations](#) and the webpages containing information about the PhD education webpages on [the university website](#) and [intranet](#) (UiS employees only).
- Upon admission to the PhD programme at UiS, a signed version of the agreement comprising parts A, B and C must be returned to the faculty's PhD coordinator at the earliest after the main supervisor has been appointed.
- 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), and 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 UiS' PhD regulations and the PhD education webpages on [the university website](#) and on the [intranet](#) (UiS employees only).
- 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 UiS.
- Once admission has been granted, the supervisor and the candidate must collaborate to prepare a 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 changes to the final work plan during the course of study, this must be registered in the annual progress reports. Substantial changes require formal approval, such approval must be in place before the changes are included in the progress report.
- Ensure together with faculty and department/centre, as early as possible, that the PhD candidate is involved in a relevant, active scientific community at UiS and also in external networks.
- Ensure that the PhD candidate is familiar with the guidelines for research ethics in force at the institution and 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.
- The main supervisor has the formal responsibility for the supervision. The Co-supervisor(s) will supervise in consultation with the main supervisor.

## Implementation

In this chapter, the main parts of the implementation phase is described.

### Coursework

The required coursework must consist of at least 30 credits (ECTS). Within the regulatory framework for required coursework, (*PhD Regulations § 4-1*) 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 research design/ethics, as well as in methodology are common to all studies. The remaining credits represent thematic/elective courses at the PhD level. An overview of the courses offered for the various studies, both compulsory and elective, 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/research school 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.

### 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, relevant for their PhD project. 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
- Concerts and performances
- Recordings
- Poster presentations
- Presentation of papers at conferences, research seminars etc.

Whether a presentation at a conference or seminar can be considered as popular scientific depends on

- a) If it is aimed at a broad audience that includes non-researchers
- b) The target group for the conference/seminar

If the target group consists of researchers, the presentation is considered a scientific presentation. If the target group consists mainly of non-researchers, it is considered a popular science presentation.

It is important that all candidates check with their faculty regarding current guidelines for dissemination within the individual disciplines.

All faculties have their own communication advisors, 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 communication section's webpage](#).

## Supervision

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

All academic supervisors must hold a doctoral degree or an equivalent qualification in the relevant research field and be active researchers. Supervisors in artistic research must hold a doctoral degree or equivalent artistic qualifications and be active in their subject area. At least one of the appointed supervisors must have successfully guided at least one candidate through a PhD, from start to public defence.

**In Agreement relating to admission to and the completion of PhD education at UiS, 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 thesis
- Supervisors should be involved in the selection of PhD courses, by suggesting topics and discussing what is useful and feasible.

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 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 separately 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 fulfil their obligations, this shall be taken up with the other party. The parties will jointly seek to find a solution to the difficult situation. Upon mutual consent, the PhD candidate and supervisor may request the doctoral committee to appoint a new supervisor for the candidate. If, after discussion, the parties have not reached an agreement regarding a resolution of the dispute, the candidate and supervisor may jointly or separately request the appointment of a new supervisor. The supervisor cannot be relieved of their duties before a new supervisor is appointed. The head of department must approve the change in the supervisor relationship before a decision is made.

Conditions governing changes in supervision are described in *Agreement relating to admission to and the completion of PhD education at UiS*.

## 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 an article-based thesis. 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.

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 thesis.

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](#) (see Course of study phase), which must be submitted to the faculty, along with the candidate's application for thesis evaluation. 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 thesis (*kappe*) must be authored solely by the PhD candidate.

The thesis should also be published electronically in the knowledge archive, [UiS Brage](#), so that it is publicly available. 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 ([PhD Regulations § 7-11](#)). 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](#). See also the guidance for printing the thesis, available on the PhD webpage.

### **Artistic research**

PhD candidates in artistic research does not submit a thesis but produce an artistic doctoral result. The artistic doctoral result consists of a performative or creative artistic result and the material that documents critical reflection (the reflection component). It is an independent artistic research project that meets international standards in terms of level and ethical requirements within the subject area.

If the artistic result is created in collaboration with several partners, the candidate must follow the norms for crediting participation that are generally accepted in their academic community and in accordance with international standards. For doctoral results that include work with multiple authors, a signed declaration that describes the candidate's input in each work must be enclosed. The candidate as well as all contributors must sign the declaration.

## Study Abroad

Normally, PhD candidates spend at least three months of study at a reputed foreign educational or research institution ([PhD regulations § 4-2](#)), where it is possible to work on research questions in the doctoral thesis. A stay at a corresponding Norwegian institution can substitute a research stay abroad if the stay is deemed to be relevant for the PhD project.

A research stay abroad primarily helps to establish and develop international research collaboration and gives new impetus for work on the thesis. It is therefore crucial that the research institution and the research community are 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 UiS already has established cooperation relationships and contacts.

Even though a research stay abroad can be quite demanding, 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 research stay abroad 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 research stay. 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 UiS 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 stay abroad. Read more about the mobility scheme in the [Guidelines for Allocation and Use of Mobility Funds](#) on the UiS' PhD studies website.

The [Mobilty Portal](#) on the *UiS' Intranet Forskningsstøtte* page gives you more advice and guidance on how to plan your research stay abroad.

## Compulsory Duties

PhD candidates who are appointed to UiS will normally be employed for either 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 them of the time to be allocated to teaching duties.

Compulsory duties must be planned collaboratively by the candidate, supervisor and employer, before completing Agreement relating to admission to and the completion of PhD education at UiS. The work that comprises compulsory duties must be clearly defined. Such work should, if possible, be meritorious assignments, relevant to the PhD programme, such as teaching, conducting research projects, administration of projects, or participation in departmental/ institutional committees. Administrative duties should be limited to the greatest extent possible and should not exceed ten percent of the total annual working hours.<sup>5</sup> The employer must ensure that the duties do not exceed the specified limit for compulsory work.

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<sup>5</sup> The Ministry' for Culture and Science's Guidelines for Employment as a Research Fellow at Universities and University Colleges of 17/02/1986



## 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 a priority for UiS that those enrolled in a PhD programme have a clear awareness of ethical standards and guidelines. The various research areas at UiS 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 (part B), both the candidates and supervisors must sign that they are familiar with this responsibility.

The University of Stavanger has an ombudsman for scientific integrity (vitenskapsombud) who will give attention to ethics in research at UiS. The ombudsman for scientific integrity is also available for students and employees who have questions regarding ethics in research.

[The Norwegian National Research Ethics Committees](#) has developed guidelines to help researchers and society to reflect on their ethical beliefs and attitudes, become conscious of common conflicts, promote good judgement and the ability to make informed choices when facing conflicting considerations. More information about ethics at UiS is available on [our website](#) and on [our intranet](#) (in Norwegian).

## Progress Report

Each year the PhD candidate and the main supervisor each reports to the doctoral committee at the faculty 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, possible delays and other factors that might affect the progress of the project.

The PhD candidate reports in a form found in *Studentweb*. The main supervisor reports in a form submitted to the PhD coordinator (check with your faculty).

The faculty's PhD coordinator sends out a reminder and link well before the reporting deadline, and ensures that the Head of Department gets access to those reports, indicating deviations, before they are discussed in the doctoral committee or followed up by the vice-dean for research.

The annual deadline for reporting is the 31<sup>st</sup> of January. The first report is to be submitted and approved three months after admission.

The committee will review the submitted reports and enquire about missing 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 (*PhD Regulations* § 2-7). 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.

## Mid-term evaluation/50%-seminar

A mid-term evaluation of doctoral thesis work will be conducted either in the third or fourth semester. The candidate will present their work for assessment by an evaluation team, consisting of at least two persons appointed by the faculty (PhD Regulations § 5-2).

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.

## 90% seminar and Final seminar

At the Faculty of Social Sciences and Health Sciences a 90% seminar will be held towards the end of the PhD course, prior to the candidate submitting their thesis for evaluation. The 90% seminar is public; it 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. The seminar provides information in the procedures for submission, the defence and conferral of doctorates and other useful advice.

## Skills development courses, regular events and support services

At UiS, 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.

### **Courses in transferable skills (UiS Skills Development)**

In addition to the technical courses, 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 on the [PhD website](#). The courses are usually in English.

### **Introductory Seminar “PhD Get Started”**

Twice a year, the Research Department (FA) organises an all-day seminar for new PhD candidates. The goal of the seminar is to familiarise PhD candidates with the organisational 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. Some faculties might have their own introductory seminar which complements this institutional seminar.

### **Supervisor-Candidate Seminar**

Once a year, the Research Department 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 open to everyone.

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

Every year in October, UiS celebrates its transition from University College to University. *The Annual Celebration* ("Årsfesten") 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*, as well as the *SR-Bank Innovation Prize*, are also honoured during this ceremony.

### **University Library Services**

On the [University Library web pages](#) you can find a lot of important information and useful links. You can search the databases for books and scientific journals, online encyclopaedias and dictionaries, public information, statistics, standards, etc. You will find information about academic writing, publishing, Open science, literature surveillance, as well as key information regarding registration in Cristin and electronic publishing in the repository UiS Brage. The library helps to evaluate research publications so that you find the right journal for your article. Chosen journals need to be open access or support archiving in UiS Brage.

The library can also help and guidance on data management, archiving of research data, and development of a Data Management Plan.

To keep track of your references and create good bibliographies, the library offers the reference management software EndNote and Zotero. The library runs courses and gives guidance concerning both literature searches and the use of reference management software.

[PhD on Track](#), 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.

## **Leave of absence and illness**

Candidates must correctly report approved leaves of absence, spanning a certain duration, to extend both their funding and their period of research accordingly. 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 completion time that the university reports to the ministry. Candidates who are employed at UiS have access to physical and psychological help through occupational health services.

## **Personal budget**

All PhD candidates enrolled in a PhD programme at UiS are entitled to a personal budget. The personal budget can be used to cover expenses in connection with the PhD training, e.g. trips, courses and conferences, books, equipment, copy-editing, software etc. The use of the funds must be clarified with the PhD supervisor in advance. The funds are administered by the faculty and can only be used during the period of employment.

The funds can also be used to buy equipment necessary for the implementation of the PhD project. Purchased equipment remains UiS' property.

The funds can be transferred from one year to another to save up for longer research stays abroad and field work.

The personal budget is administered by the department, which also keeps account. All invoices, travel expenses etc. has to be submitted to the department. The funds from the personal budget is transferred from the faculty to the department in conjunction with the annual budget allocation.

## Student's ombudsperson

The [Student's ombudsperson](#) is an independent entity at UiS who assists and advises students and PhD candidates in matters related to their study situation. The Studentombud helps to ensure that these matters are solved at as low a level as possible. The Studentombud does not comment on scientific matters. The email address is: [studentombudet@uis.no](mailto:studentombudet@uis.no)

## Checklist during the course of study

### Checklist for the PhD candidate

#### *Coursework*

- Cooperate with the PhD supervisor to determine which courses should be included in the coursework component.
- Carry these out at the earliest possible opportunity during the programme.
- The entire coursework component must be approved by the doctoral committee.
- If you wish to include courses from another institution in your coursework component, consult with your faculty's doctoral committee whether this is possible for the course you intend to take.
- [The PhD Course Portal for Social Sciences](#) can be found on *the University of Oslo* website.

#### *Progress Report*

- The annual progress report must be handed in by the 31<sup>st</sup> of 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 repeated. Publishing research 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. They 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 thesis, 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 a 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*

- Familiarise 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 from external sources, 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 months' funding through UiS' 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.
- More information on mobility can be obtained by contacting the EURAXESS Mobility Centre at UiS (EMCU) at [euraxess@uis.no](mailto:euraxess@uis.no).

#### *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 UiS and externally. The doctoral committee must approve the courses that are part of the coursework component.
- Begin planning a research stay abroad as early as possible and advise PhD candidates wisely regarding the selection of institution and research community, 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 the 31<sup>st</sup> of January, on the stipulated form.
- Make the candidate aware of current research ethics guidelines.

Contact your supervisor, head of department or the faculty's PhD administration if you need information not found in this guide.

## Final Phase – Completion, Submission and Public Defence

### Proposing the Evaluation Committee

Prior to the submission of the doctoral thesis, the institute will ensure a well-reasoned proposal for the composition of the evaluation committee is prepared. 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:

- different sexes are represented
- at least one of the members is not affiliated with UiS
- at least one of the members must have a main position at a foreign institution;
- all the members hold a doctoral degree or equivalent expertise

The composition of the committee must 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, if applicable, the project leader or the funding body.

Before the evaluation committee is appointed, the candidate can comment on its composition, so that the doctoral committee can be informed of any 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 [PhD Regulations](#) at UiS and [Guidelines for the Evaluation of Norwegian Doctoral Degrees](#).

The proposal regarding the evaluation committee should normally 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 to, 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 (*PhD Regulations § 7-4*). 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. The *PhD Regulations* at UiS 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.

## 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 thesis on a stipulated form
- A PDF file of the thesis
- 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 authorisations, if any
- report on completed mid-term evaluation (or 50% seminar) and, if applicable, 90% seminar or final seminar (*avslutningsseminar*)

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

The [press release form](#) be submitted once the thesis is approved for public defence. It can be completed together with a communication advisor.

After the thesis is submitted for assessment, the PhD candidate has the possibility of applying to the faculty for permission to correct errors of a formal nature that will not change the content or the pagination of the thesis (an *errata list*). This is a list of concrete changes formal errors (e.g. layout, typos and/or spelling mistakes) that the PhD candidate wishes to carry out before the thesis is printed. This errata list 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 ([PhD Regulations § 7-6](#)).

### i. The Evaluation Committee Report

The evaluation committee shall present a well-argued report on whether the thesis is worthy of being defended for the PhD degree or not. 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 the [PhD Regulations §§ 7-8 to 7-10](#) 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.

### ii. 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 thesis is approved for public defence, contact your PhD coordinator at the faculty to be assigned a thesis serial number, an ISSN number and an ISBN number. These numbers must be printed on the thesis covers.

UiS' official cover and templates for the PhD thesis must be used.

The thesis 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.

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 thesis will be publicly available at the UiS' library no later than two weeks before the public defence. *Attende* 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.

## 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 should be communicated in a language to make it accessible to those with the knowledge corresponding 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 defence.

Procedures related to the trial lecture are further described in the [PhD Regulations § 8-1 and 8-2](#), and in the [Guidelines for the Evaluation of Norwegian Doctoral Degrees](#).

## Public Defence

The faculty is responsible for organising the public defence of the candidate's thesis.

During the Covid-19 pandemic it might be necessary to carry out a digital or partly digital defence due to infection control measures. In this case [Guidelines for partial digital execution of the public thesis defence at UiS](#) and [Guidelines for digital execution of the public thesis defence at UiS](#) will apply.

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 defence, together with the rest of the committee. They are responsible for contacting committee members, while the PhD coordinator is usually responsible for coordinating the date for the defence with the PhD candidate, supervisors, dean and head of department as well as 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. Usually, the PhD administration works closely together with the evaluation committee's administrator.

The time and place of the public defence will be publicised 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 deliberation's *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 thesis, the trial lecture and the defence, and concludes whether the defence has been approved or not.

For further information about the public defence, see [Procedures for the Public Defence](#). The trial lecture and public defence are referred to in the [PhD Regulation § 8](#).

The faculty covers the external committee members' fees, travel expenses and accommodation. For the PhD candidate, expenses incurred for printing, travel, and organising 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 rector, who awards the doctoral degree. As soon as the rector has signed the decision letter, it is sent to the PhD graduate the degree is awarded to. A PhD diploma is awarded to the candidate during the university's annual celebration in October.

### iii. Graduation Dinner

Once the trial lecture 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.

## 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. At the Faculty for Arts and Education, there is a final-phase seminar (*avslutningsseminar*).
- Hand in the stipulated application form for the assessment of the thesis to the PhD coordinator, along with the necessary attachments.
- After submission, you may ask the faculty for permission to correct formal errors in the thesis (errata), (PhD regulations § 7-7)).
- After the thesis has been approved you will, in cooperation with the printing house, 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 Printing Services to arrange printing and to ascertain the form in which the thesis must be submitted to them.
- After the public defence, contact the University Library regarding electronic publication in *UiS Brage*.

### Checklist for supervisors

- Familiarize yourself with the *PhD Regulations* chapter 7 and 8.
- Is the coursework completed in a satisfactory way and approved by the doctoral committee?
- It is the responsibility of the main supervisor to inform the correct entity 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, including necessary attachments, to the doctoral committee, well in advance of the thesis submission.

### Checklists for the Chair of the Evaluation Committee and the PhD Coordinator

The faculty is responsible for the organisation 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 on a progress plan for the final phase of the PhD with the PhD coordinator. 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. The date of defence can be agreed upon before the thesis is approved.
- Ensure that the evaluation committee's work in assessing the thesis is summarised 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 and sent to the faculty's PhD coordinator.
- 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 publicised 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 preparatory meeting for the remaining committee members the night before the defence, 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 or afterwards.
- 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.
- Coordinate the date of the defence with the involved parties (PhD candidate, supervisors, committee members, head of department and dean).
- Ensure that the committee's assessment report is sent to the PhD candidate, supervisor and head of department as soon as it has been approved by the dean/vice-dean of research.
- Ensure that the topic for the trial lecture is 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.
- Ensure that the PhD thesis is accessible in the room at 12 pm. It is also beneficial if you print some copies of the abstract and put them in the room so they are easily accessible to the audience.
- Once the thesis has been approved, ensure that the committee members sign a copy of the thesis.
- Give the committee members the necessary forms for reimbursement of travel expenses and payment of fees well in advance of the defence. Also ensure that they send a copy of their passport, the completed travel expense form and the form for remuneration to the faculty

**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

## Contact our PhD administration

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

### **Faculty of Educational sciences and Humanities**

Jeanette Rollheim

E-mail: [jeanette.rollheim@uis.no](mailto:jeanette.rollheim@uis.no)

Telephone: 51 83 35 64

Astrid Tofte Aasmundtveit

E-mail: [astrid.t.aasmundtveit@uis.no](mailto:astrid.t.aasmundtveit@uis.no)

Telephone: 51 83 11 56

### **Faculty of Social Sciences**

Nadia Sandsmark

E-mail: [nadia.sandsmark@uis.no](mailto:nadia.sandsmark@uis.no)

Telephone: 51 83 27 87

### **Faculty of Health Sciences**

Knut Sommerseth Lie

E-mail: [knut.s.lie@uis.no](mailto:knut.s.lie@uis.no)

Telephone: 51 83 15 65

Karina Tallman

E-mail: [karina.d.tallman@uis.no](mailto:karina.d.tallman@uis.no)

Telephone:

### **Faculty of Science and Technology**

Carolina Hara

E-mail: [carolina.hara@uis.no](mailto:carolina.hara@uis.no)

Telephone: 51 83 20 37

Maija Skadmane

E-post: [maija.skadmane@uis.no](mailto:maija.skadmane@uis.no)

### **Central Administration – Research Department**

Marit Fosse

E-mail: [marit.fosse@uis.no](mailto:marit.fosse@uis.no)

For further information, please check the [PhD website at UiS](#).