

PhD Information

PhD programme in social sciences



University
of Stavanger

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Getting started

Congratulation on your admission to the PhD programme in social sciences!

You will now have received your contract of employment* and agreement of admission to the PhD programme at the University of Stavanger, and be ready to start your doctoral studies. This guide will talk you through important information for PhD candidates.

*Contract of employment does not apply to external PhD candidates.

Registration

On your first day, you should meet with the Office Manager at your department. They will show you around and introduce you to the department and faculty. The HRdepartment will register you in the SAP system. This registration generates an employee number that you will need in order to obtain an employee ID card. The employee ID card gives access to card-controlled areas in the university, keys, printing/scanning and parking permits. Employee cards can be collected at the reception desk on the ground floor in *Arne Rettedals Hus* (abbreviated AR).

The administrative staff for PhD programme in social sciences is located in *Ellen og Axel Lund building* (abbreviated EAL).

Paperwork

The following documents must be signed in order to be officially registered as an employee and PhD candidate at the university:

- Contract of employment
- Parts A and B of the *Agreement on Admission to the PhD Programme at the University of Stavanger*
- (For external PhDs: All parts A,B and C of the *Agreement on Admission to the PhD Programme at the University of Stavanger*)

The employment contract should be returned to the UiS HR department and the agreement on admission paperwork to the PhD coordinator for PhD programme in Social Sciences. Please make sure the documents are signed by all the relevant parties before returning them.

IT-access

Your employee number is also your UiS IT-username. To activate your employee number for UiS IT-services follow the link <https://konto.uis.no/en/> (Norwegian: <https://konto.uis.no/>). The activation requires setting up a password. If you have any problems with this activation you should contact the UiS IT department – Phone: 51 83 30 00 or e-mail: it-hjelp@uis.no. The IT department is located in the basement in *Kitty Kiellands Hus* ("the building with the bookshop", abbreviated KK).

For internal PhD candidates: You should use your student number when you will log in to the Canvas and Inspera but not your employer ID number (not employer log-in):

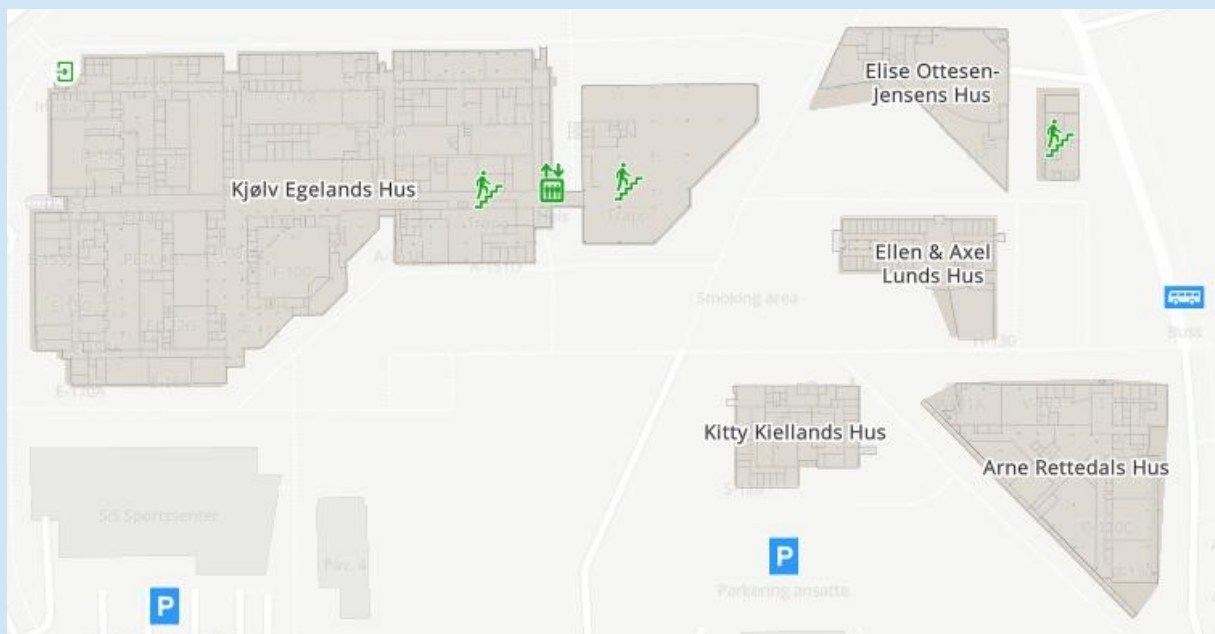
<https://uis.inspera.no>

Please follow this link to sign into Canvas:

<https://www.uis.no/digitalisering/canvas/>

<https://www.uis.no/english/canvas/canvas-article135541-22666.html>

Map showing KE, AR, EAL and KK buildings:



(Source: MazeMap, 2018)

Personal budget (*driftsmidler*)

All PhD candidates are assigned an annual personal budget (in Norwegian, *driftsmidler*) which amounts to NOK 90 000 for the entire period of employment. The personal budget can be used to cover expenses in connection with the PhD training, eg 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.

For external PhD candidates, the amount should be detailed in their PhD agreement.

Most PhD candidates have direct access to their personal budget. Candidates involved in larger projects usually have to go through the project manager to access the funds. To check the remainders of the funds you should contact the faculty's finance officer.

Candidates should be aware that there are rules and regulations governing the use of public funds. Practically this means that purchases are not your personal property (this is particularly important to be aware when it comes to larger purchases).

Service Portal

All work/study related purchases and services (e.g. IT services and equipment, travel, requisitions and printing services) should be ordered through the UiS service portal: <https://uis.service-now.com/bp?id=bpindex>

In order to use the portal you will need your UiS employee number and password (Feide), budget unit code and project number, as well as an approval from the Head of Department.

Project proposal

Within 3 months of starting your PhD studies, you should along with your main supervisor write a detailed project proposal. The proposal should contain the following:

- Project title (i.e. working title)
- Candidate name
- Main supervisor
- Co-supervisor(s)
- PhD period (+ funding if external)
- Project background and methods (3-5 pages)
- Upcoming publications/ presentations
- Courses to be completed/ study plan/ mobility
- Progress plan (incl. publications)
- References
- PhD candidate's and supervisors' signatures

The proposal should be submitted to the PhD coordinator for PhD programme in Social Sciences. The PhD board for the PhD programme in social sciences will review and approve the proposal.

Any changes made to the project proposal later have to be approved by the PhD board for the PhD programme in social sciences.

Required educational part

Coursework

The PhD programme in Social Sciences consists of 180 ECTS credits. It is structured with a coursework component of 30 credits and a research component of 150 credits. The coursework is divided into 3 types of courses; philosophy of science / research design (10 credits), methods (10 credits) and 10 ECTS within your specialization area. Course registration is done online in the portal Studentweb – www.fswb.no/studentweb. To log in on Studentweb you should use your UiS IT-username and password (Feide).

You can also find your completed courses in Studentweb.

We recommend that PhD candidates complete philosophy of science / research design courses during their 1st year of studies.

The philosophy of science / research design courses and methods courses are selected together with your supervisors. The courses within your specialization area are typically completed in the 1st or 2nd year of the PhD programme.

Sometimes candidates find courses outside UiS. Providing the external courses are credit-giving courses at a PhD level that are relevant to the individual PhD project, and supervisor approved, these can substitute the study- or projects courses given at UiS. This substitution needs to be approved by the PhD board for the PhD programme in social sciences.

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.

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

Academic presentations are obligatory and have to include these elements:

- Minimum one annual presentation of progress to the research environment at University of Stavanger.
- At least one presentation at an international scientific conference during the research training period.
- At least one popular science contribution during the research training period.
- 50-percent seminar.

Conferences

PhD candidates are expected to travel to academically relevant, supervisor recommended conferences during their study period. Conference expenses are

covered by your annual personal budget. Prior to travelling, you should fill out a preapproval for travels form in SAP, and send it your head of department for approval. In order to complete the form you will need the budget unit code and project number.

Once the form is approved, you can book your conference and travels. (Remember to use the service portal for travels). **PS:** *Keep hold of all your travel receipts and the conference agenda.* Upon returning to UiS, you should complete a travel and expenses claim in SAP. Upload the travel receipts and conference agenda as an attachment in this claim.

50% seminar - midterm evaluation

A midterm evaluation takes place in the 2nd year of studies. This evaluation is completed in the following way:

Step 1: The PhD candidate presents the status of the PhD project according to their agreed study plan, along with their plans for delivery of the PhD thesis (including deviations to the plan) – maximum 25 minutes

Step 2: The supervisors present their status and progress of the project – 10 minutes

Step 3: Summary of the meeting – 10 minutes

90% seminar

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 in Social Sciences. The seminar is designed for PhD candidates who are about to submit the thesis for evaluation.

You will receive a meeting request and more detailed information from the Chair of your research school when it is time for your 50%/90% seminar.

Thesis submission

In the 3rd (or in some cases 4th) year, when you are nearly ready to submit your thesis you should contact the PhD coordinator. They will provide you with the relevant forms that should be submitted with the thesis. You should also make sure that your supervisor supports your submission, as they are requested to sign a form recommending the assessment of the thesis (form: *Application for assessment of doctoral dissertation*).

The following should be submitted:

- Application form *Application for assessment of doctoral dissertation*
- Seven paper copies of the thesis
- Digital copy of thesis (PDF)

- Co- author statement(s)
- Grade transcript (of PhD-courses completed outside UiS)

After you have submitted, the PhD administration will contact your main supervisor and Head of Department in order to form an evaluation committee for your thesis. You will be informed of this committee, and have the right to comment on its composition. The evaluation committee can spend up to 2 months assessing the thesis (ref. §16 PhD Regulations). Post-assessment you will receive an evaluation report recommending or not recommending defence. You will receive this report at least one month prior to your tentative defence date.

Providing the committee and faculty recommend that the thesis is worthy of defence, a defence date is set. All defendants are required to hold a trial lecture. You will receive your trial lecture topic from the PhD coordinator 10 working days prior to defence.

A doctoral thesis that is not found to be worthy of a public defence may be resubmitted in a revised form no sooner than 6 months after the initial rejection. A doctoral thesis may be re-evaluated only once. The faculty will give you further information should you find yourself in this situation.

Mobility and funding

PhD candidates are recommended to spend at least 3 months of study at a reputed foreign educational or research institution where it is possible to work on research questions in the doctoral thesis. The host institution should be found together with the supervisor.

The faculty covers mobility funding for internal PhD candidates. In order to apply for this funding you should send an application to the PhD coordinator. The application should contain the following:

- Recommendation from supervisor
- Invitation letter from host institution
- Completed budget form

If your PhD project is funded by the Norwegian Research Council (NFR) or an external party, you should first apply to them for funding. If they reject the funding application you can apply for a UiS mobility scholarship.

Additional external funding may also be available from Euraxess – euraxess@uis.no.

Practicalities relating to mobility

Taxes

It is advisable to hold on to receipts for expenses related to overseas stays, as the Norwegian Tax Administration can demand documentation of the expenses after the stay (audits). All PhD candidates are responsible for following up obligations to employers and tax authorities in connection with the stay abroad.

PhD candidates travelling to the US can apply for a tax deduction card with a lower tax rate. Please see the link:

<https://www.skatteetaten.no/en/person/taxes/taxdeduction-card-and-advance-tax/amend-tax-deduction-cardadvance-tax/>.

If a candidate qualifies as a commuter, they may be entitled to further tax reductions. For more information on qualifying for commuter status, please contact the UiS Accounts and Finance Department.

National Insurance Scheme (*folketrygden*)

Membership in the National Insurance Scheme is required in order to be eligible for services from NAV (e.g. healthcare, unemployment and child benefits).

You should check if the country you are travelling to have a social security agreement with Norway or if you are entitled to a voluntary membership in the National Insurance Scheme:

<https://www.nav.no/en/Home/Rules+and+regulations/Membership+of+the+National+Insurance+Scheme>.

Working or long-term stays abroad can end your membership in the National Insurance Scheme. It is therefore important to be aware of how your stay abroad can affect you.

Health and travel insurance

It is **highly** recommended that you have private health and travel insurance covering your entire mobility stay. UiS does **not** provide such insurance.

If you are a member of the Norwegian National Insurance Scheme and a national of either Norway or another EEA country, you are entitled to a European Health Insurance Card (EHIC). The EHIC officially documents that you are entitled to coverage of medically necessary healthcare in another EEA country under the same conditions as that country's own nationals. However, in many countries, the state will not cover medical expenses or hospital stays in full, and the EHIC does not cover expenses on travelling home if you become ill or have been injured in an accident. It is therefore recommended that you have private health insurance in addition to an EHIC. To read more about or order an EHIC please see the link: <https://helsenorge.no/foreigners-innorway/who-is-entitled-to-a-european-health-insurance-card>.

There is an agreement between Norway and the US that can provide you with immediate private health insurance. For more information, please see the link: <https://helsenorge.no/health-rights-abroad/membership-of-equian-for-employeesand-students-in-the-usa>.

Visas

Some countries may require visas for entry/stay. Visa processing may take some time, so do start the visa application process as soon as you have your invitation letter from the host institution and confirmation of funding from UiS. For details see the embassy of the country you are travelling to. If you are required to visit an embassy in person, you

will most likely have to travel to Oslo. Visa expenses can be include in the mobility budget form.

Human Resources (HR)

Note: this section applies to PhD candidates with an employee contract at UiS only.

As a PhD candidate, you are both an employee and a student.

The HR-department oversees several aspects of employment, such as salaries, holidays, sick leave, parental leave, employee benefits, compliance with labour and employment regulations, and some aspects of recruitment and dismissal.

Typically, PhD candidates at some point have questions relating to their salary, tax, leave, and employee benefits. These questions can be sent to hr-infodesk@uis.no.

Sometimes candidates need to apply for an extension of their contract. This should be done together with the supervisor and Head of Department. The department head will convey the extension with HR. If you require an extension, please contact your supervisor about this as soon as possible. By delaying the application for extension until the end of your contract, you risk the deactivation of your UiS IT-user and email, and losing access to information you have saved on UiS databases.

Library

The library is located on the ground floor in Kjølvs Egelands Hus. It is open 24 hours, 7 days a week (evening/nighttime access requires using your employee card for entry).

The online library can be accessed via <http://www.uis.no/library/>. If you find articles or publications that require payment or access rights you do not have you can contact the library staff to check if they can obtain these for you – ub@uis.no.

Other useful links

UiS employee website: <https://intra.uis.no>

UiS WiFi (Eduroam): <https://student.uis.no/it/wireless-network/>

Mail Outlook Web App: <https://mail.uis.no/owa>

Citrix access to Remote Desktop: <https://access.uis.no>

Password changing: <https://konto.uis.no>

Timetables: <https://student.uis.no/student-life/timetables/>

Please note that the above links require you to log in using your UiS employee number and password.