PhD at UiB

Handbook for doctoral education (PhD) University of Bergen

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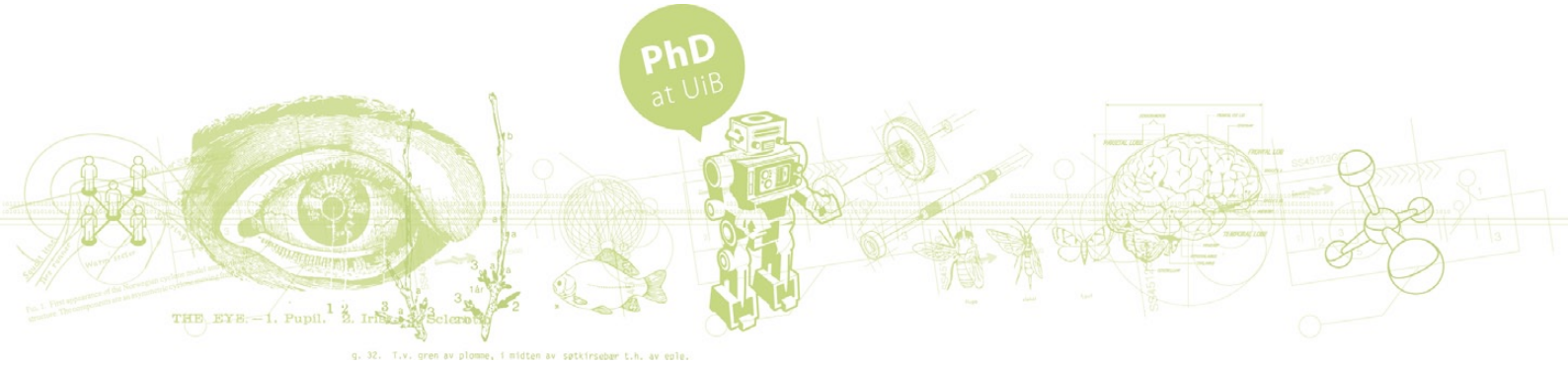


Welcome to the University of Bergen (UiB) doctoral programmes

The University of Bergen is a research university that offers PhD programmes at the faculties of Humanity, Law, Mathematics and Natural Sciences, Medicine and Dentistry, Psychology, and Social Sciences. Doctoral education is vital to UiB, and the university offers doctoral training of high scientific quality. We have an international profile and offer interdisciplinary doctoral studies and studies in individual disciplines. Doctoral programmes are available in academic fields that also offer research-based education at Master's level. Doctoral training in Norway is stipulated to take three years and consists of one semester of coursework and five semesters of research work during which the PhD candidate writes up a thesis.

At UiB, doctoral training is an educational programme, which at the same time contributes to research through the thesis work conducted under the supervision of professors and senior scientists. The actual training takes place in active research environments and/or research schools. Prospective PhD candidates will find an overview of research environments offering doctoral training by consulting faculty and department web pages in their field of interest.

Supervision of individual research projects is offered in research groups, in addition to research collaboration with supervisors, other colleagues and PhD candidates. Our 19 different research schools also offer additional networking opportunities and contact with internationally recognised guest lecturers in seminars and doctoral training courses. UiB welcomes many foreign PhD candidates, and 35% of the PhD candidates are from abroad.

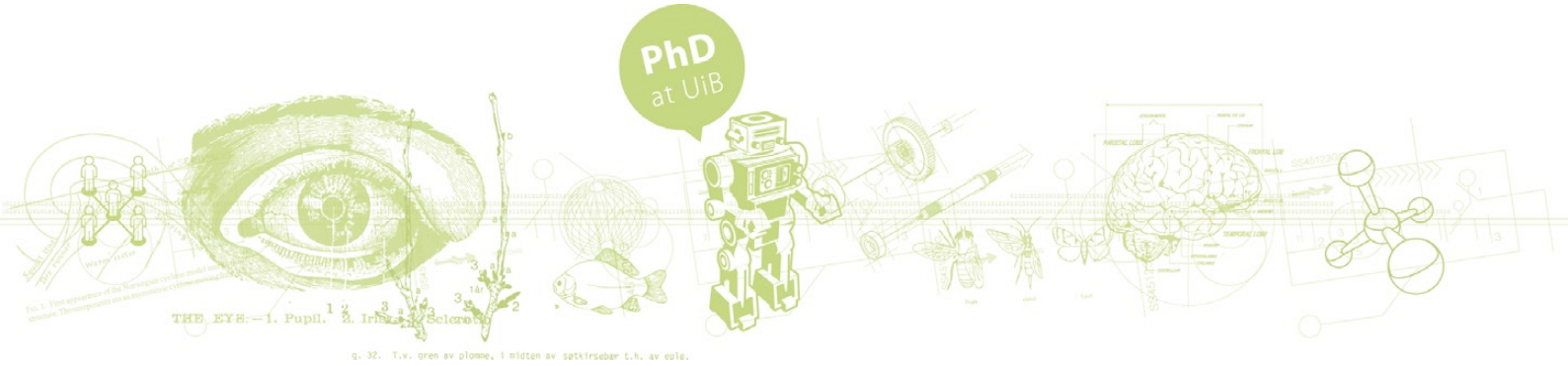
A PhD candidate at the University of Bergen shall be trained to:

1. master the skills and methods in his or her own research field
2. carry out research with scholarly integrity
3. contribute original research of an academic standard appropriate for publication as part of the scientific literature in the field of question
4. critically analyse, evaluate and synthesise new and complex research ideas
5. communicate with peers, the wider scholarly community and with society in general about his or her areas of expertise

The UiB doctoral training aims to both fulfil the university's ambitions for developing strong research environments and meet society's demand for highly qualified employees. UiB offers great opportunities for talented young women and men with an interest in research. At the same time, it is our ambition that your years as a PhD candidate at UiB will prepare you for your future career, whether it be in or outside academia. Doctoral training from UiB will ensure your future employability.

With my best wishes for your years at UiB

Anne Gro Vea Salvanes
Deputy Rector



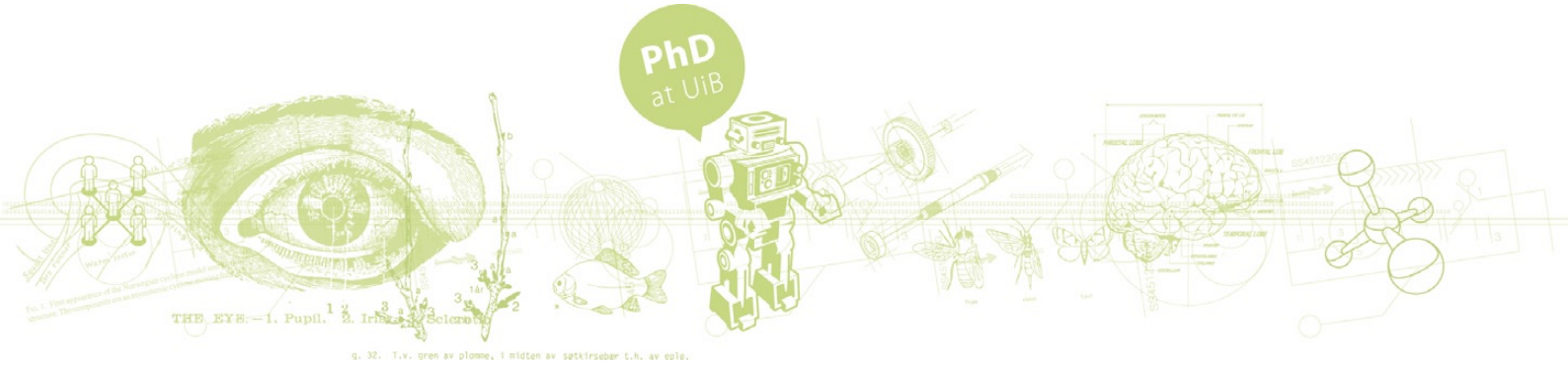
About the handbook

This handbook provides an overview of the most important information regarding the regulations and practical aspects of doctoral training at the University of Bergen. The information is based on

- The Norwegian Regulations for the PhD degree from 11 October 2002
- The PhD-regulation at University of Bergen from 2006
- The employee fellowship agreement
- The PhD contract
- The IPR agreement (an Intellectual Property Rights agreement is currently being made out for doctoral education in particular and research in general)

The handbook is intended for prospective and present PhD candidates, but the information will also be useful for supervisors, academic staff and administrative support staff. Members of expert evaluation committees and support staff involved in organising the public defence of theses will also find useful information. The handbook focuses on you as the PhD candidate and is therefore structured to meet your needs. Links to other documents and forms are provided in all sections. Complete and updated information on PhD and doctoral training will be available at all times at: www.uib.no/phd/en
Extensive information about doctoral education can also be found on the faculties' websites.

During your time as a PhD candidate, you will have access to a range of resources for your support. Supervisors, technical and administrative staff, fellow PhD candidates and fellow researchers in your department will be your colleagues and support. In addition, you will meet scientists from abroad and come into contact with international and national research networks. Administrative PhD coordinators know all the important practical issues relating to your doctoral training, and they will be important contacts for you in the management of your studies. Your administrative contact person and this handbook will provide you with all the answers you need regarding your rights and duties as a PhD candidate.



1. PhD at UiB

PhD degree

To become a PhD candidate, you must have a Master's degree or qualifications recognised as equivalent to a Master's degree. In addition, sufficient funding is required for the research project itself and for living costs. There are two types of fellowships:

a) The university funded fellowship, which is three years, or four years with one year of duty work
b) Three years for other funding of PhD studies (e.g. a research fellowship from the Research Council of Norway or other funding bodies)

The doctoral training is a structured and organised programme of training, by research and for research, of early-stage researchers. UiB adheres to the Salzburg principles of the third cycle of the Bologna process. The duration of the doctoral training is three years, and it consists of original research work and a training component of at least 30 ECTS (coursework etc.). The research work is written up as a thesis, either as a monograph or a collection of articles with a synopsis. The thesis is evaluated by a committee consisting of external and international members and a UiB-coordinator, where the external members act as the opponents at the defence. If approved, the thesis will be defended by discussing the research findings with the opponents at a public defence. A successful defence results in the conferring of a PhD degree, and the diploma is presented at a formal doctoral promotion ceremony.

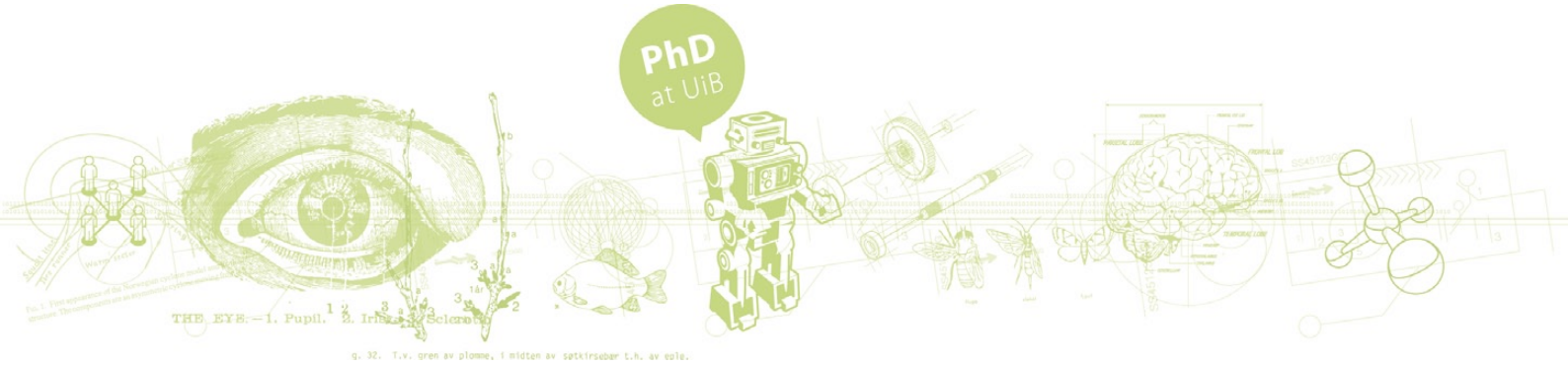
PhD studies represent the start of a scientific career. UiB strongly encourages PhD candidates to develop transferable skills[1] and to disseminate their research results.

A PhD degree is awarded to PhD candidates who document[2]:

- Mastery of the skills and methods in their own research field
- The ability to conduct research with scholarly integrity
- A contribution of original research of publishable quality in their thesis work
- That they are capable of critical analysis, evaluation and synthesis of new and complex research ideas
- The ability to communicate with peers, the wider scholarly community and with society in general about their areas of expertise

[1] *Joint Skills Statement of Skills Training Requirement of Research Postgraduates*, developed by UK Research Councils, UK grad programme and HE sector in UK, which have targeted the following seven skills areas doctoral students are expected to develop during their research training: research skills and techniques, research environment, research management, personal effectiveness, communication skills, team working and networking skills, career management.

[2] Adapted from The Framework for Qualifications for the European Higher Education Area, 'Dublin-descriptors'.
Third cycle: http://www.qrossroads.eu/qualifications-framework-of-the-european-higher-education-area/third-cycle---phd



Research environments

The doctoral training takes place in an active research environment at UiB departments or at UiB's partners, such as research institutes. This active research environment is a research group and/or a research school, or a combination of the two. Some faculties organise all their doctoral training in research schools, whereas others use research schools for interdisciplinary and/or thematic research training. All faculties offer PhD candidates an opportunity to belong to a research group and/or a research school. In doctoral training, the research groups and research schools are complementary and, as a PhD candidate, one can be affiliated to both a research group and a research school.

Research groups

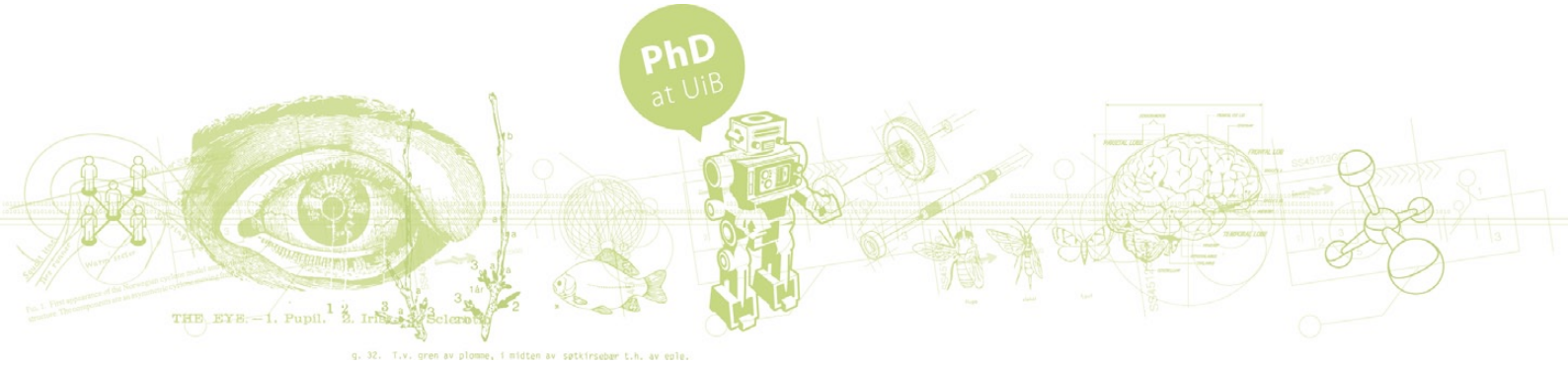
A research group normally consists of senior researchers, post-doctoral fellows, several PhD candidates and Master's students with similar research interests. Sometimes, more than one PhD candidate share research questions in a large research project led by one of the senior academics. The structure and size of the group varies in and across faculties and departments.

Research schools

UiB offers membership of several research schools. Some of them are organised around a narrow thematic field, e.g. the Graduate School of Human Interaction and Growth (GHIG), while others are more interdisciplinary, such as Bjerknes Research School in Climate Studies (BRSCS). Membership of a research school provides access to additional research networks consisting of many other PhD candidates and their supervisors. In addition, research schools often provide access to an international network as well. The supervisors will be affiliated to the same research school as their PhD candidates. UiB strongly encourages its PhD candidates to take part in the activities of a research school. Affiliation to a research school is open to all PhD candidates at UiB. Hence it is possible to belong to a research school in another faculty than the one in which you are enrolled as a PhD candidate. The main activities there will consist of intensive PhD courses with invited top lecturers, series of seminars and discussions. All PhD candidates are also encouraged to present the progress of their own research, and they will receive feedback from other PhD candidates and professors. Some research schools organise 'master classes' for PhD candidates nearing completion. This prepares PhD candidates for the defence of their theses.

Organisation and structure

There is one set of PhD regulations for the PhD degree and doctoral education at UiB. Faculties may have made special adaptations to the institution's regulations. All questions regarding doctoral education will be dealt with by a faculty research committee or a PhD committee. The faculties are responsible for admission and doctoral defence. The faculties coordinate most PhD courses, and they manage the annual monitoring of PhD candidates' study progress and the reporting system. The PhD candidates must report annually on the progress of their PhD studies. The annual deadline for turning in progress reports is 1 November.



Resources

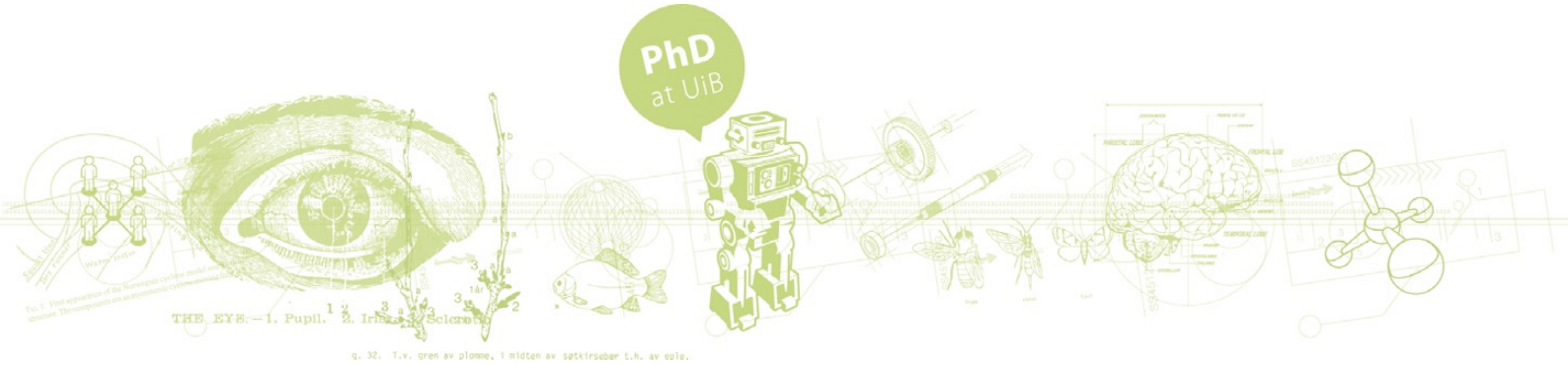
Comprehensive PhD information: www.uib.no/phd/en

Your guide, information for international students: students.uib.no

Research schools: www.uib.no/phd/en/phd-at-uib/research-schools

PhD regulations: https://regler.uib.no/regelsamling/show.do?id=226

Code of practice for PhD studies/handbook: www.uib.no/phd/en/phd-at-uib/phd-rules-and-regulation



2. Admission and funding

In order to become eligible for admission and enrol as a PhD candidate, you must first have secured funding that covers both living costs and the costs relating to the research project for the entire doctoral training period. This could be realized through applying for a university fellowship of three or four years, a three-year scholarship from the Research Council of Norway or another external funding source such as a doctoral fellowship at a research institute or a university college. After receiving a fellowship as funding for doctoral education you may apply to enrol as a PhD candidate.

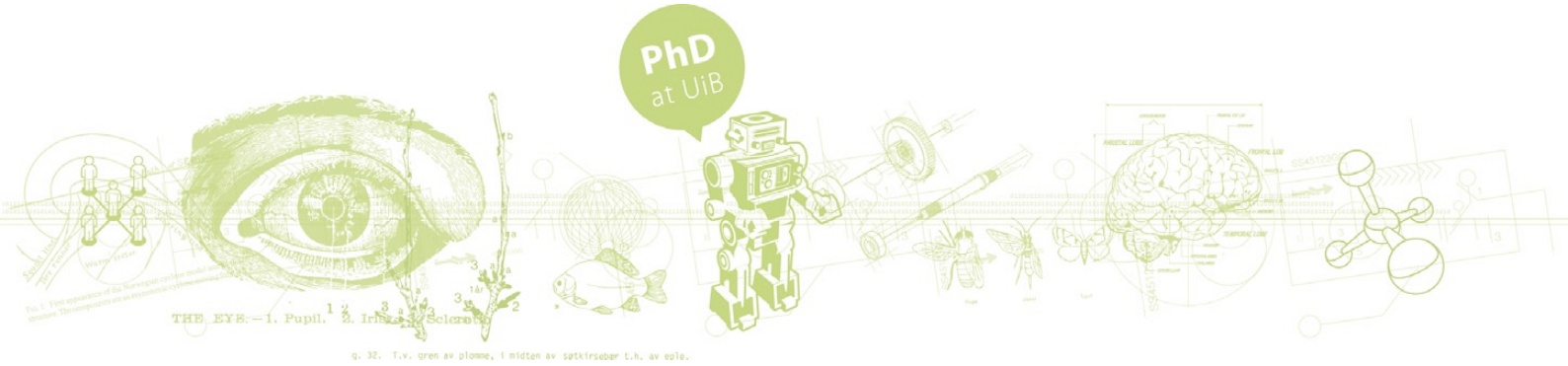
Note that it is only possible to enrol as a PhD candidate after you have been appointed to a PhD fellowship or have documented sufficient funding to cover the costs relating to the doctoral training period. Furthermore, PhD candidates are required, in collaboration with their supervisors, to submit an updated project plan for the research and training component of the entire doctoral study within three months of the start of the fellowship. If you fail to do so, you may have to leave the fellowship. The qualification requirements for PhD positions are identical to the requirements for admission to doctoral training[3]. The first three months of a PhD fellowship is a period during which the PhD candidate develops and identifies the research questions, outlines the design of the study, draws up a progress plan for the research project and applies for admission to doctoral training at one of UiB's six faculties. Some faculties runs the employment and admission period in one process, other faculties have a 3 month deadline for admission after employment as a fellowship holder. This means that some doctoral fellowships require a developed project plan at the time of application for the doctoral fellowship. In these cases the same project plan may be submitted when applying for enrolment to doctoral education.

As an applicant for doctoral training, you are encouraged to familiarise yourself with the regulations and the requirements for admission as a PhD candidate while planning your research project. Applicants are expected to contact the research group where they expect to find qualified supervisors that match their research interests. This is important in order to obtain assistance and supervision in the preparation of the project description. For those applicants who arrive with external funding (employed elsewhere), it is particularly important that they, in understanding with their employer or funder, establish early contact with relevant research groups in order to plan the project description and application process in due time.

Educational background

To be granted a fellowship for doctoral training and enrol as a PhD candidate, you should have completed a Master's degree or have an equivalent educational background. For applicants who have a diploma without differentiated grades (pass/fail), the evaluation of publications or additional education above Master's level will be decisive. An interview may form part of this evaluation. Referees who can confirm the applicant's qualifications and potential as a PhD candidate may also be cited in support of the application.

3 The formal requirements and procedures for admission to doctoral training are based on the regulations for PhD degrees at the University of Bergen.



If you have a Master's degree from a foreign institution, or if you have a five-year discipline-based Master's degree or equivalent, you must attach a list of the syllabus for the Master's programme. Foreign exams and degrees will be evaluated pursuant to the normal procedures for recognition of foreign higher education qualifications overseen by the Norwegian Agency for Quality Assurance in Higher Education.

Financing – applying for a fellowship at UiB

Together with their supervisors, all applicants must document satisfactory financing for the whole doctoral study period, both for living expenses and for costs relating to the research. It is a precondition that a minimum of 50% of working hours can be devoted to doctoral training. UiB expects all PhD candidates accepted for doctoral training to have competed for their funding from sources that have been openly advertised. In practice, admission is thus only open to those with a research fellowship, RCN scholarship or quota scholarship or to applicants who have been appointed to a recruitment position. Applicants employed at a higher educational institution other than UiB or a research institute, are included here. The university recruits a few foreign PhD candidates through the admission of quota scholarship PhD candidates. The deadline for applications is 1 December, and admission primarily takes place through first being admitted to a Master's Programme before transferring to PhD studies after one year (for particularly skilled candidates who demonstrate that they are of PhD level).

Applying for a fellowship may or may not require a project description; this varies from faculty to faculty. Fellowships may be advertised very openly, in which case applicants are invited to present their own ideas for a research project. In other announcements, the fellowship is related to a specific research project. The announcement of the fellowships will describe the guiding requirements for the fellowship. Holders of university fellowships have various rights, such as a workplace and an opportunity to attend courses in Norwegian for non-Norwegian speakers.

Affiliation to a research group

On admission, PhD candidates will be offered an opportunity to become affiliated to a research group and a team of supervisors that can document the competence and capacity required to supervise PhD candidates. The research group, represented by potential supervisors, will also participate actively in outlining the research project proposal and the plan for completion of the organised training, such as courses etc. For those who are affiliated to a research school, the supervisors will be part of the affiliation.

Admission requirements

In order to be admitted and enrolled as a PhD candidate, you must meet the following requirements and have:

- an approved educational qualification (Master's degree or equivalent)
- sufficient financing for living costs and the research project
- suggested supervisors (main supervisor and co-supervisor(s); it is a requirement that candidates with an employer other than UiB have a main supervisor employed at UiB and a co-supervisor/mentor at the partner institution, unless UiB strongly recommends a different alternative

- an approved project description, which is a research plan normally developed in cooperation with the supervisor(s)
- a plan for the training component: PhD-courses and presentations at conferences etc.
- departmental affiliation at UiB for those employed by an institution other than UiB
- a research field for the PhD studies in which UiB professors have research interests and qualifications for supervision

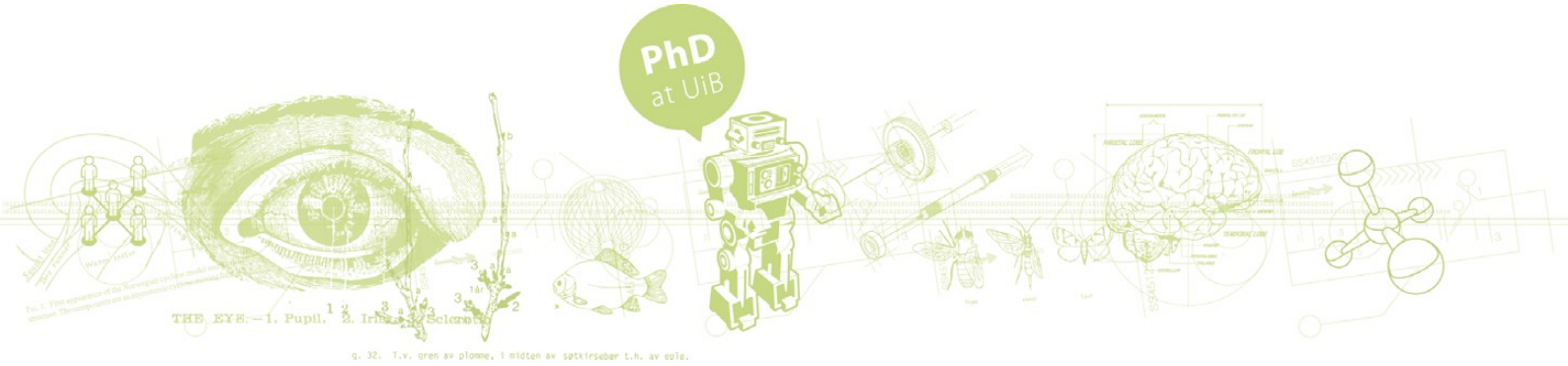
Applying for doctoral training and the evaluation of applications

Applications for admission to doctoral training should be sent to the faculty at which you wish to take doctoral training. Applications are evaluated by a committee of professors including members from the departments, research schools and research groups. The faculty makes the final decision on admission. For candidates who have already been appointed to a PhD position through the university or RCN (Research Council of Norway), a copy of the project description used when applying for the PhD fellowship could be submitted as part of the application for admission to doctoral training. As part of its evaluation, the faculty must consider whether the project can be completed within the financial framework that the candidate has been allotted. The annual research budget available to candidates varies between departments. A funding plan that exceeds the research budget from the faculty must be approved by the supervisor in a statement in which the research group and/or supervisors state that they will make the necessary funding available. The faculty makes the final decision on applications and on who will be admitted to doctoral training. On admission, the main supervisor and co-supervisors are appointed. Admission does not guarantee funding beyond the contract period.

Project description

The project description, must clarify the research topic, hypotheses or objective and choice of theory and methods. The description must indicate a time schedule for the different activities in the project. The evaluation of the application will be based on the quality of the project, the feasibility of completing the project within the standard timeframe of three years and, in addition, the PhD candidate's role and ability to complete his/her part. Applicants, who have received a scholarship or other financing on the basis of an evaluation of the project description carried out by an expert evaluation committee, must attach a copy of the project description and the evaluation. The following important factors must be considered when preparing the project description:

- Documentation of good knowledge of the research area in question, both nationally and internationally
- Project hypotheses or objectives must be clearly presented. A description of how the project entails an expansion of current knowledge must be included, and/or whether the acquired knowledge will form the basis for further research in the field.
- A well founded statement describing how the theories and methods it is planned to apply in the project are well suited for testing the the project's hypothesis, or setting out good possibilities of developing the necessary method and theory through the research project. A description of the methods of analysis must also be presented.
- A presentation of ethical considerations relating to the research project



- It must be substantiated that it is feasible to complete the project within the given timeframe and financial framework. The project should be completed within a timeframe of three years for PhD candidates with other funding than university fellowships, three years for PhD candidates with university fellowships (four years for candidates with duty work) and six years for part-time PhD candidates.
- Affiliation to a research environment must be documented

Admission agreement

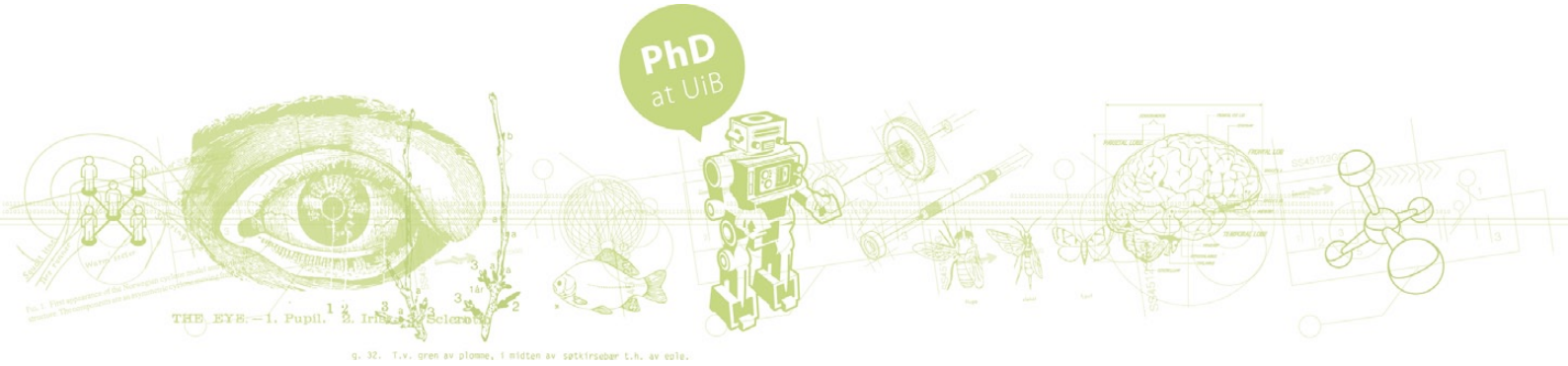
Admission to doctoral training at the faculty is for a three-year period from the date your funding scheme starts. The contractual period may be extended to four years if obligatory duties as a university research fellow are part of the financing plan. Double-competence candidates who follow a specialist programme combined with doctoral training are admitted for six years. All applicants who are admitted must sign an admission agreement.

Contract concerning financial gains from research results

PhD candidates who are employed by the University of Bergen and PhD candidates admitted on a quota scholarship must sign a contract with the University of Bergen concerning rights to any financial gains resulting from the research results produced during work at the University of Bergen. The contract must be signed in connection with the appointment as a research fellow or, for quota scholarship holders, on admission to doctoral training.

Intellectual property rights (IPR) and confidentiality

There must be no restrictions on the publication of a doctoral thesis. An exception may be made in the event that a prior agreement has been made concerning deferred publication on an agreed date. Such agreement may be made when the doctoral work is partially or wholly funded by an external party in order for the external party to decide its interest in possible patents or commercialisation of research results. An external party may not require all or part of a doctoral thesis to be withheld from publication or in any way hinder its being made publicly available. For research projects initiated by or carried out in collaboration with an external partner of UiB, for instance an industry partner or a research institute, a separate agreement must be signed to clarify title to IPR brought into the project and IPR developed in the project. In some cases, it is also necessary to keep research results confidential and refrain from publishing until after the necessary patent applications have been filed. An Intellectual Property Rights agreement is currently being made out for doctoral education in particular.



Resources

Application form: www.uib.no/phd/en/admission-and-funding/how-to-enrol-for-a-phd/apply-for-a-phd

Funding a PhD: www.uib.no/phd/en/admission-and-funding/funding-a-phd

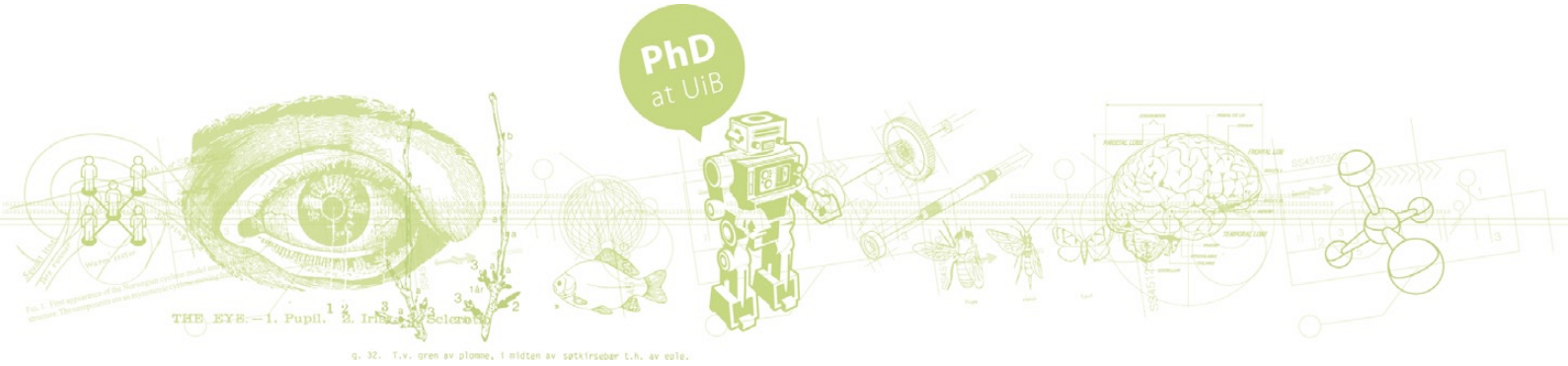
Admission agreement: www.uib.no/phd/en/admission-and-funding/admission-registration/phd-contract

Contract concerning financial gains from research results: www.uib.no/phd/en/admission-and-funding/admission-registration

Applying for a research fellowship: www.jobbnorge.no

Quota scholarships: prospective.uib.no/index.php?mode=show_page&link_id=36&toplink_id=21

EURAXESS: www.forskningsradet.no/servlet/Satellite?c=Page&cid=1224067050894&p=1224067050894&pagename=euraxess%2FHovedsidemal



3. Doctoral training

Supervision

The PhD candidate is assigned a main supervisor and normally one or more co-supervisors. The supervisors' research qualifications must cover the necessary research fields in such a way that the group as a whole has competence in all research aspects of the PhD candidate's research project. Each supervisor can provide feedback on different parts of the research project. In collaboration with the PhD candidate, the supervisors shall draw up the project description and support the PhD candidate throughout the doctoral training period. The supervisors have a particular responsibility for ensuring that the PhD candidate is trained to develop as a researcher with high ethical standards, and to avoid research misconduct. In addition, all supervisors are responsible for including the PhD candidate in the academic community as a colleague of the research group.

A supervisor can be a co-researcher or a co-author, but also a project leader responsible for the research idea for a larger research project. The supervisors and the PhD candidate should be aware of these different roles so that all involved parties are aware of the expectations. The supervisor role is clearly defined in part B of the PhD contract, the part relating to the doctoral training programme, which is signed by both the PhD candidate and the supervisor(s). In addition, all rights and obligations are specified in this handbook under the section *Responsibilities*. The PhD contract is a mutual agreement defining obligations and rights. It is advisable that the project plan contain information, if applicable, on who will be co-authors of papers that will form part of the thesis. Ethical guidelines for the relationship between the PhD candidate and the supervisors are set out in a separate document, and both the PhD candidate and supervisors are obliged to familiarise themselves with the contents of this document.

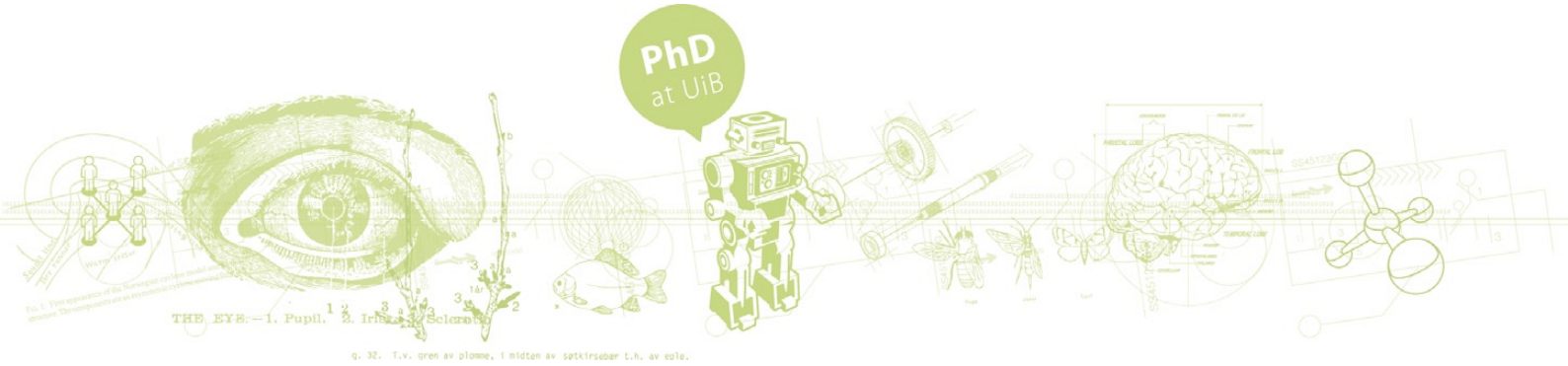
Supervision training

All supervisors are encouraged to take part in the course on research supervision of Master's and PhD candidates offered by the Faculty of Psychology, or equivalent courses. In addition, most faculties or departments organise annual seminars or meetings for supervisors affiliated to doctoral training.

Coursework – training component

PhD candidates can take advanced courses (PhD level) at the University of Bergen or at other institutions in Norway or abroad. The PhD candidates are advised to consult their main supervisor and administrative contact person before they attend a course that is not part of their original research plan.

The training component consists of minimum 30 credits (ECTS), and it must be completed and approved before submitting the thesis for evaluation for defence. All activities included in the training component must be of a high scientific standard and provide a sufficient amount of breadth and depth in the scientific field. It is recommended that the training component be completed during the first half of your PhD study period.



Through the training component, the PhD candidate is expected to improve his or her skills in scientific theory and research methodology. The development of skills in the dissemination of research results is also a required part of the training component.

The training component consists of a mandatory part and an elective part.

Mandatory part

- Philosophy of science and ethics
- Dissemination of research results: publishing and teaching in the candidate's own research field, presentations at conferences and seminars, and popular science articles
- Research involving animal experiments requires a mandatory course in Laboratory Animal Science

In cooperation with the faculties,the Centre for the study of Sciences and Humanities at the University of Bergen is responsible for courses in philosophy of science and ethics. Such courses taken at an institution other than the University of Bergen must be approved by the *Centre for the study of the Sciences and the Humanities (SVT)* and the faculty where you are enrolled as a PhD candidate.

Elective part

PhD courses have to be at an advanced level. The training component should be planned in consultation with the supervisor(s), who will make recommendations and approve it.

The following types of activities can also be accepted as part of the training component:

- Miscellaneous training relevant to the PhD candidate's own research project, e.g. lectures, practical exercises, workshops and participation in seminars
- A stay at a foreign or Norwegian research institution
- A course in research dissemination/pedagogical training
- Specialist clinical training recognised in Norway
- Conducting and coordinating research school activities

Thesis work

The research work constitutes the largest part of the doctoral training and is stipulated to take two and a half years of the PhD study period. The research work is written up as a thesis – as a monograph or a collection of articles with a synopsis.

Thesis requirements

The thesis must demonstrate the PhD candidate's ability to carry out independent scientific work at a high academic level and the overall research efforts of which the PhD candidate's work forms a part. The research must lead to new scientific knowledge. It must meet international standards within the field and it must be publishable as part of the scientific literature on the subject. The thesis can either be an independent work or a continuation of scientific work carried out in previous research. The dissertation must be written in a language that is widely understood by the international research community in the field. An abstract of the dissertation must be written in English (1–3 pages), which shall be appended to the dissertation, and a press release that can be understood by laymen must also be included in both Norwegian and English.

In evaluating the thesis, particular emphasis is placed on whether the work is an independent and complete scientific piece of work at a high academic level in the field of study. This will be evaluated with respect to the formulation of the dissertation's hypothesis, methodological, theoretical and empirical basis, documentation, handling of sources and method of presentation. In particular, it will be assessed whether the sources and methods used are appropriate in relation to the issues raised in the dissertation and whether the arguments and conclusions presented are adequate.

The Guidelines relating to the assessment of Norwegian doctoral degrees are sent to the members of the expert evaluation committee and form the basis for the assessment of whether the dissertation meets the requirements for a Norwegian doctoral degree. The final printing of the thesis follows a template decided by UiB. It is recommended to start writing in accordance with this template as early as possible. Please follow this link for more information: www.ait.no/uib/innhold.htm

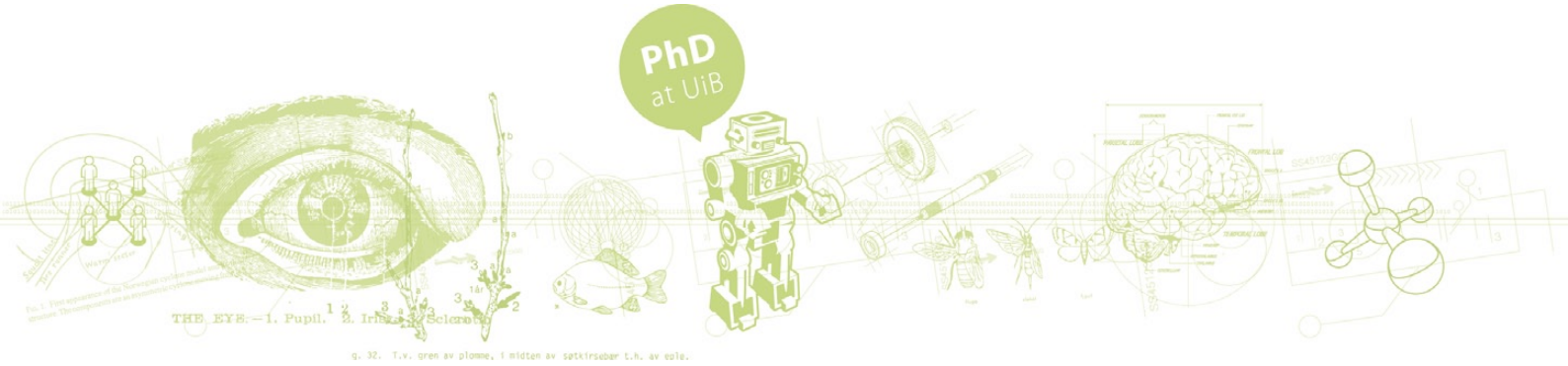
Monograph/articles
The thesis could be written as a monograph or consist of normally three to four articles and a synopsis/introduction synthesising the articles. The synopsis should be of the same length as a normal scientific article in the research field in question. The PhD candidate is expected to be the sole author of the thesis when it is written as a monograph, and of the synopsis if it is an article-based thesis. Discuss the choice of thesis type with your supervisor(s).

Co-authorship
As a general rule, the doctoral candidate should be the principal author of at least two articles if the thesis is article-based. If the PhD candidate is not the principal author, his/her individual work must be clearly defined. The candidate must be the sole author of the introduction to the thesis if it is an article-based thesis.

Annual progress report

Every year, the PhD candidate and the supervisor(s) must submit separate written reports on the progress of the doctoral studies. In order to ensure that the training is completed as far as possible within the prescribed timeframe, both the supervisor(s) and the PhD candidate are obliged to actively follow up issues that can potentially lead to a delay or non-completion of the PhD studies. Deficient or unsatisfactory progress reporting may lead to compulsory termination of your PhD studies before the end of the contractual period.

Study leave, sickness absence and interruption of studies
All PhD candidates' progress in their doctoral training is monitored, and all kinds of sickness absence or study leave must therefore be reported to the employer. For periods of sickness absence, PhD candidates are entitled to an extension of the funding period if they hold a university fellowship. It is of great importance, therefore, that the employer and administrative PhD coordinator are informed about long periods of study leave. In order to be entitled to an extension, you must be able to document sickness absence. PhD candidates with funding other than university fellowships must check the rights and duties related to their funding scheme with their funding source. All PhD candidates, regardless of funding source, are entitled to an extension of the study period due to documented sickness absence.



End of fellowship period, but thesis uncompleted
PhD candidates who are unable to complete their thesis within the given time limit must apply for an extension of the period of doctoral training. The application must contain a realistic plan for completion of the thesis. The PhD contract will be terminated if the PhD candidate does not apply or the application is not granted at the very latest one year after the funding period has expired. The department will seek to find a proper solution for the PhD candidate in these cases.

Duty work

PhD candidates who have a fellowship for four years from the university, the RCN or an external institution should have an annual workload of 25% duty work. This workload should be planned annually in cooperation with your supervisor(s) and your employer. It is your duty as a PhD candidate to keep track of working hours spent on duty work and to present an annual overview to your employer. Duty work should be merit-oriented, such as teaching assistance, research assistance, administrative work related to projects or research schools, or participation on various committees within the department and/or faculty.

Study abroad

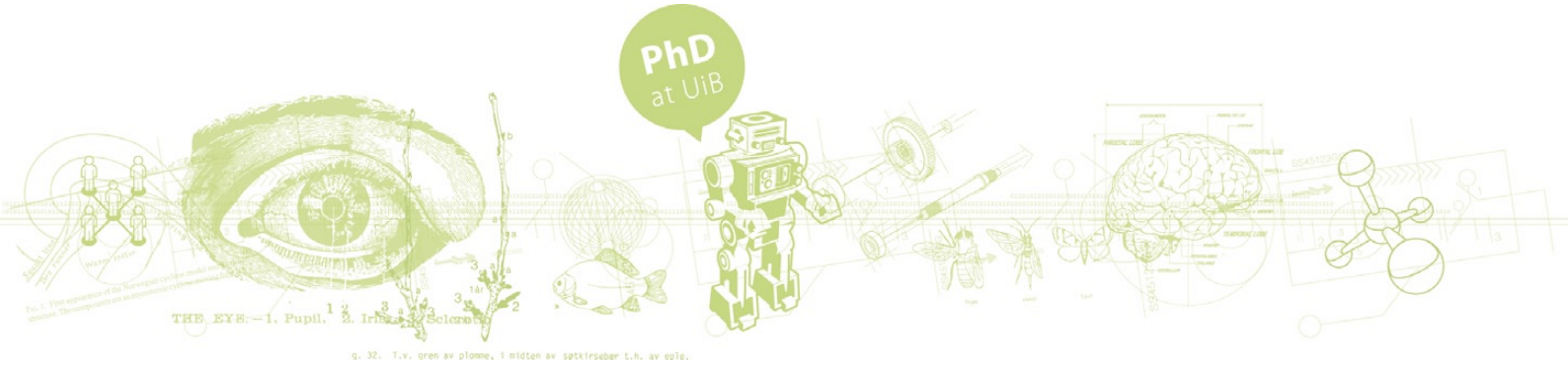
PhD candidates are encouraged to take a period of their study at a foreign research institution as a part of their PhD studies. The period of study abroad must be academically relevant, and the PhD candidate must remain within the project networks with which the research group has established collaboration.

Fieldwork should not exceed one quarter of the time spent on the PhD study programme. PhD candidates in the field are obliged to remain in continual contact with their supervisors.

All PhD candidates who travel abroad during their doctoral training period must submit their contact information abroad to the administrative PhD coordinator responsible. This requirement is related to the University of Bergen's responsibility for all PhD candidates who travel abroad during their doctoral training. The PhD candidate's national insurance rights must also be maintained during his/her stay abroad.

General and transferable skills

Doctoral training aims to qualify the PhD candidates for research activities and other kinds of work requiring a high level of scientific insight. In addition to conducting independent research resulting in a scientific dissertation, the doctoral candidate shall also acquire advanced theoretical and methodological competence and communication skills, particularly aimed at disseminating academic work to students and the general public. Supervisors, research groups and research schools are responsible for strengthening general and transferable skills and offering special targeted training or courses that meet the PhD candidates' skills development needs.



Plagiarism and academic misconduct

The University of Bergen demands the highest ethical standards of all employees, researchers and students, and a number of ethical guidelines apply. PhD candidates should be aware that plagiarism and other forms of academic misconduct are a violation of university guidelines, national and international research ethics guidelines and the Norwegian Act on Ethics and Integrity in Research.

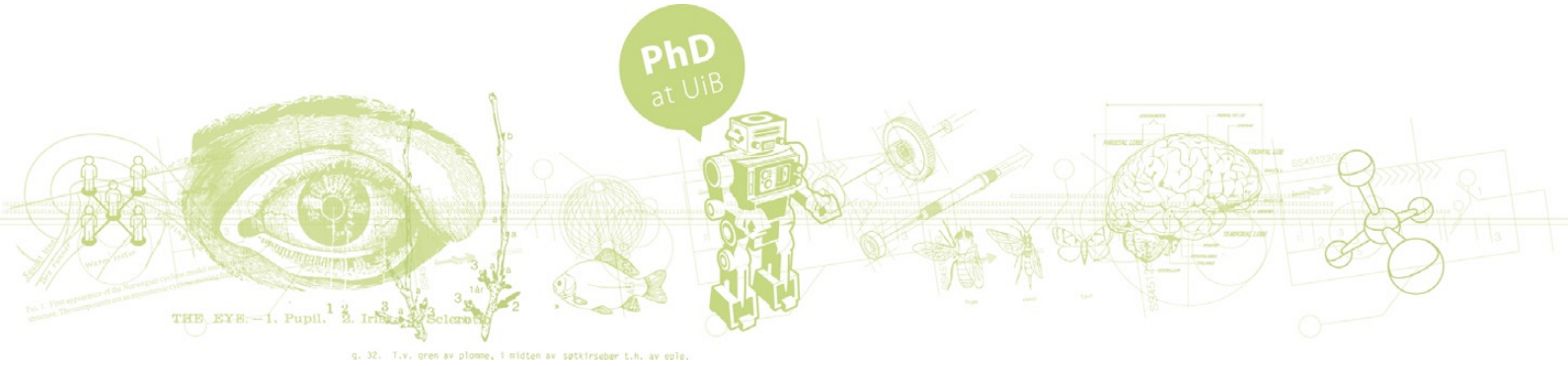
Such violations are subject to sanctions at faculty or institutional level. In the latter case, the standing committee on scientific misconduct at the University of Bergen, *Redelighetsutvalget,* will decide the matter.

PhD candidates should also note that plagiarism and other forms of academic misconduct in course work (e.g. in exams, submission of course papers etc.) may also be dealt with on a par with cheating in exams in the sense of the Norwegian University Act. Sanctions may include annulment of exam results and exclusion from PhD studies for up to one year. In addition, academic misconduct can result in a breakdown of trust between supervisor and PhD candidate that may result in the supervisor asking to be released from the supervision contract.

The University of Bergen emphasises the prevention of academic misconduct, and, in order to improve PhD candidates' knowledge of academic standards and encourage reflection on these standards, the mandatory part of the training component of the PhD study programme includes philosophy of science and ethics.

Resources

Supervision: www.uib.no/phd/en/doctoral-training/supervision
Coursework: www.uib.no/phd/en/doctoral-training/coursework
Thesis work: www.uib.no/phd/en/doctoral-training/thesis-work
General and transferrable skills: www.uib.no/phd/en/doctoral-training/general-transferable-skills
Plagiarism and research misconduct: www.uib.no/phd/en/doctoral-training/plagiarism-research-misconduct
Research stay abroad: www.uib.no/phd/en/doctoral-training/study-abroad
Progression in doctoral training: www.uib.no/phd/en/doctoral-training/progression
Registering and reporting: www.uib.no/phd/en/admission-and-funding/admission-registration



4. Submission and graduation

The thesis is evaluated by an expert evaluation committee consisting of two opponents and one UiB coordinator. If approved, the thesis will be defended by discussing the research findings with the opponents at a public defence. A successful defence results in the conferring of a PhD degree, and the diploma is presented at a formal doctoral promotion ceremony.

The doctoral degree (PhD) is awarded on the basis of:

- an approved doctoral thesis and satisfactory public defence thereof,
- approved completion of the training component, or any other approved academic training or qualification, and
- an approved trial lecture on a topic set by an evaluation committee

Procedures for completion

A Approval of the training component

- At least six months prior to the planned defence, the PhD candidate must apply for approval of the training component. Necessary documentation of all courses and any other activities to be evaluated for the 30 ECTS must be enclosed with the application. Failure to do so will delay the defence.

B Submitting the thesis and appointing an evaluation committee

- The PhD candidate sends an application to the department/faculty for evaluation of the thesis work and submits the thesis. The period from the PhD candidate submit the thesis until the defence should not be longer than three months. Candidates are strongly encouraged to use the official printing contractor (AIT) for printing of the copies that are to be sent to the evaluation committee. AIT will help you edit the thesis in accordance with UiB templates.
- The main supervisor is responsible for submission of the following to the department/faculty:
  1. A letter proposing members of an evaluation committee
  2. A statement as to whether or not the thesis has been recommended for submission
  3. If the thesis is article-based and involves co-authors, the main supervisor is responsible for submitting a statement on the doctoral candidate's input to joint work – in the language used in the thesis, normally English
- The evaluation committee must consist of at least three members; one in-house member (chair of the committee) and two external members (from outside UiB), including two opponents with equal status. At least one of the external members should be from outside Norway. The doctoral candidate's gender should be represented on the committee. All members must have a doctoral degree or similar qualification. The members must also be competent/impartial pursuant to the Norwegian Public Administration Act.

C The responsibility of the evaluation committee

- The head of the committee (the chair) is responsible for quickly establishing contact with the

external members and informing them what their duties entail and about the Norwegian system for evaluating doctoral theses.

- The thesis must be evaluated in the form in which it is submitted, and it shall be approved or not approved.
- The chair shall coordinate the evaluation committee in its preparation of a written recommendation on whether or not the thesis merits defence.
- The committee must submit its recommendation to the faculty within the deadline set by the faculty, and with any individual supplementary statements. The recommendation can be unanimous or split.
- The doctoral candidate is given a deadline of 14 days to respond in writing to the committee's evaluation.

D Trial lecture on a given topic

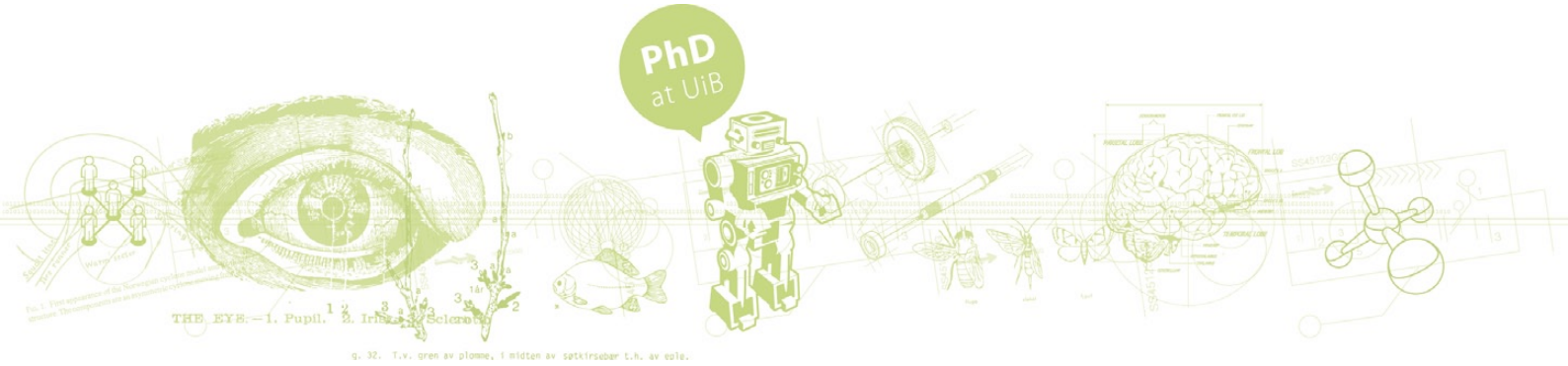
- *After the thesis has been submitted but before the defence,* the doctoral candidate must give a trial lecture on a given topic. The trial lecture shall be approved by an evaluation committee appointed by the faculty.
- The trial lecture must be held and passed before the defence can be held

E Printing of the thesis, press release, summary

- A thesis must be evaluated exactly as it has been submitted. Only formal corrections (errata) not affecting the scientific content can be made before the final printing or publication.
- The process of editing and publishing the thesis takes place in collaboration between the PhD candidate and the official printing contractor (AIT). Printing of the thesis should be done in accordance with the UiB template for theses.
- A press release in *Norwegian* and an abstract in *English* must be written by the doctoral candidate
- All PhD candidates are strongly encouraged to contact the University Library for storage of the thesis in the institutional Open Access repository Bergen Open Research Archive (BORA)

F The defence

- The chair of the committee instructs the other members about the framework for a defence at UiB. Normally the PhD candidate starts by giving a 30-minute introduction of the thesis. The opponents then discuss the thesis (one at the time) with the PhD candidate. In the event that one of the opponents is prevented from participating on the defence date, the chair of the committee must act as an opponent at the defence. The opponents are expected to give an assessment of the academic quality of the thesis and a more thorough examination of the thesis or parts of it. The opponents are equal in status and shall agree on the division of work at the defence.
- Copies of the thesis must be available to the public in the auditorium during the defence. The dissertation must be made public to the public no later than two weeks prior to its public defence.
- After the defence, the evaluation committee reports the conclusion of the defence to the faculty, which forwards the necessary information to the university board for conferral of the doctoral title on the doctoral candidate

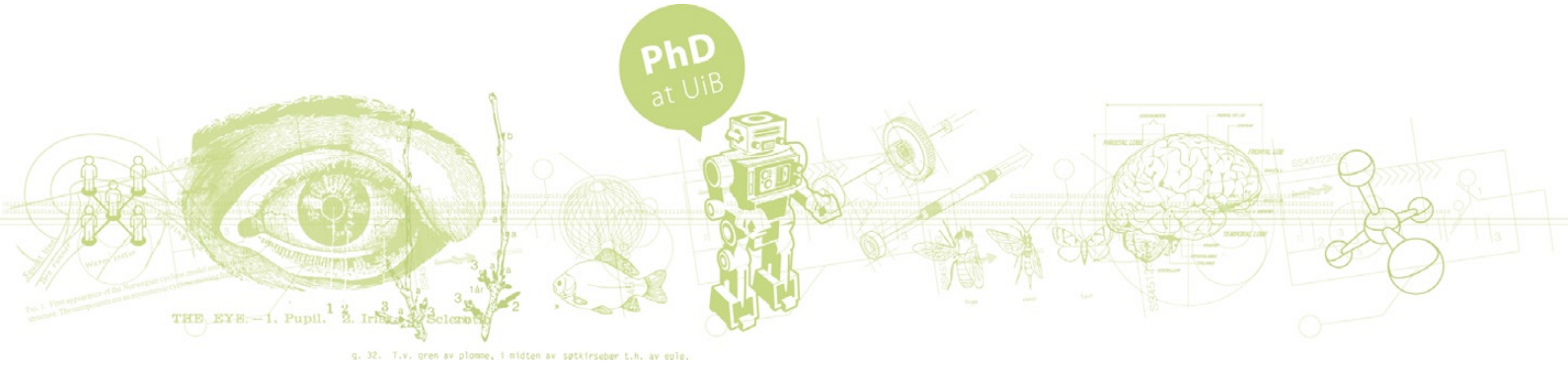


Resources

Standard Regulations for the Degree of Philosophia Doctor (PhD):
www.uhr.no/forskning/doktorgradsforskrifter_1

Guidelines for the Evaluation of Candidates for Norwegian Doctoral Degrees:
www.uhr.no/forskning/doktorgradsforskrifter_1

Printing of thesis: www.ait.no/uib



5. Responsibilities

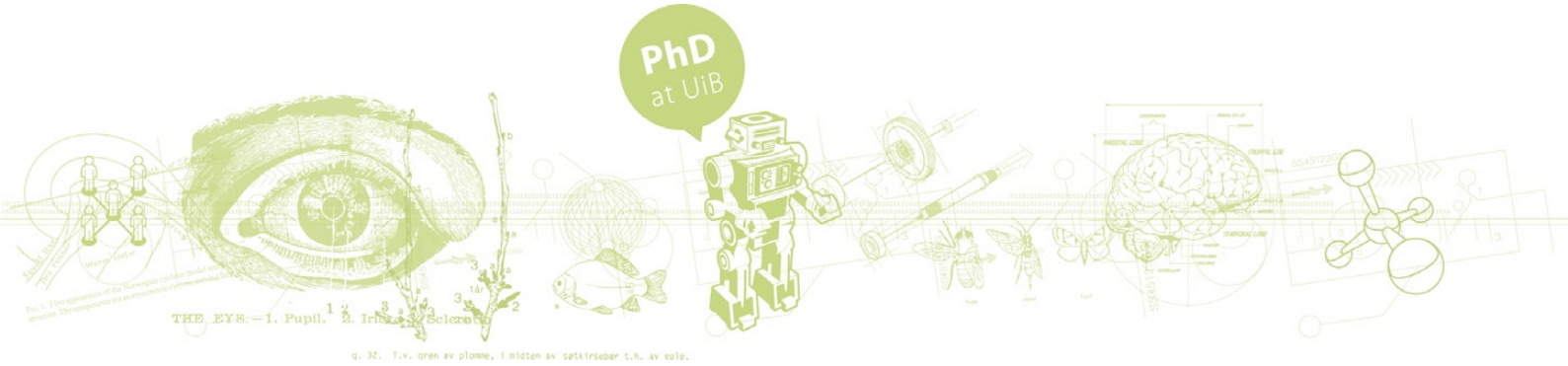
The PhD candidate's responsibilities

The rights and duties explained in the following sections are based on the PhD regulations, the PhD-contract and the regulations for employees with a university fellowship, and the regulations for conducting research (ethical regulations).

Your responsibilities as a PhD candidate are:

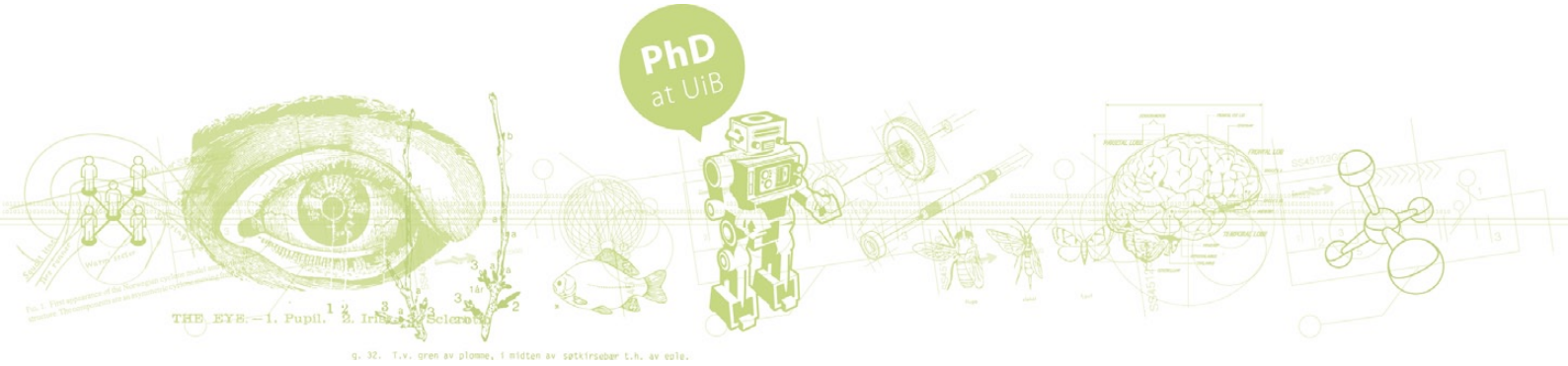
1. To carry out your research effectively, to a high standard and within the prescribed period of study
2. To attend PhD events at the university, faculty and department and to attend the courses agreed with your main supervisor
3. To agree and strictly abide by a timetable for regular contact[4] with the main supervisor, at least once a month, and for the submission of your written work
4. To submit your written work by agreed deadlines to allow sufficient time for comment and discussion. Drafts or parts of the thesis should be submitted at regular intervals, in accordance with the PhD regulations section 4.3, at least three times per semester.
5. To present your work or findings at seminars/conferences from time to time if encouraged by the main supervisor
6. To comply with the ethical standards for research that apply to the academic field in question
7. To submit an annual standard report by 1 November to the department/faculty about the progress of your doctoral training, in consultation with your main supervisor
8. To participate in a midway evaluation of the progress of your doctoral training
9. To responsibly keep track of all documentation of the courses, seminars and activities you complete as part of the training component
10. To inform your main supervisor about all matters that may have a bearing on supervision. You should feel free to bring any problems, including problems of a social or medical nature, to the attention of your main supervisor or head of department/administrative PhD coordinator.
11. To consult in confidence the head of department/administrative PhD coordinator if you feel that a change of supervisor is desirable for any reason
12. To consult the co-supervisor when advised to do so by your main supervisor
13. To inform the external party (for those financed or supported otherwise by an external party) about any matters that could have a significant bearing on the cooperation and the progress of the project
14. To follow the procedures for study leave or interruption of doctoral training. If you have sickness absence or other types of approved study leave, you must inform your assigned PhD administrative coordinator.
15. To discuss all matters regarding expenses relating to the financing of your research project with your supervisor at UiB, or, if relevant, with representatives of the institution that is financially responsible for your position
16. To keep track of all working hours spent as part of your 25% obligatory workload for PhD candidates with university fellowships of four years. Expect your supervisor to help you keep within the workload limits for duty work.

[4] Regular contact can be maintained by e-mail, meetings or phone contact; it is not necessary to present written documentation of all supervision contact.



Resources

Coursework: www.uib.no/phd/en/doctoral-training/coursework
Thesis work: www.uib.no/phd/en/doctoral-training/thesis-work
General and transferrable skills: www.uib.no/phd/en/doctoral-training/general-transferable-skills
Plagiarism and research misconduct: www.uib.no/phd/en/doctoral-training/plagiarism-research-misconduct
Research stay abroad: www.uib.no/phd/en/doctoral-training/study-abroad
Progression in doctoral training: www.uib.no/phd/en/doctoral-training/progression
Registering and reporting: www.uib.no/phd/en/admission-and-funding/admission-registration
PhD candidate organisation: www.dion.ntnu.no



Department and faculty responsibilities

Expectations of the research environment and supervisory team

The departments (or for Psychology and Law, the faculty) shall guarantee each doctoral candidate regular membership of an active research environment. Upon appointment to a PhD position, the faculty will indicate who your supervisor will be and provide you with all the information you need about your rights and duties as a PhD candidate. The supervisory team normally consists of one principal supervisor and one or more co-supervisors. The main supervisor is the contact person between the PhD candidate and the administrative support staff for issues relating to study progress, and he or she has the main responsibility for supervision of the PhD candidate. The composition of the supervisory team may be changed during the doctoral training if this is necessary in order to include specific support and competence in the research project. This is an assessment the supervisor(s) and the PhD candidate can make jointly or individually.

Research environment

You can expect the research environment (research group) to:

1. Participate actively in discussions when you outline your research project
2. Grant you an opportunity to present and receive feedback on seminars at which you present your research work

Main supervisor

You can expect your main supervisor to:

1. Participate actively in discussing and designing your research project and in selecting relevant courses and activities for your training component
2. Be responsible for your budget for project expenses
3. Provide quality advice/supervision of your research work, consider which hypotheses and methods may be suitable, and provide you with feedback on written texts as they develop (outline, contents, writing style, documentation etc.)
4. Ensure that it is possible to complete the thesis work within the normal timeframe of three years for doctoral training
5. Provide you, within a reasonable timeframe, with constructive criticism and reactions to submitted draft work in order to facilitate timely completion of your thesis. Such follow-up should take place at least three times per semester.
6. Introduce you to specialist literature and basic data sources (libraries, archives etc.)

7. Introduce you to the department, its facilities and procedures, and to other PhD candidates and relevant staff, and encourage attendance at events and seminars related to doctoral training in general and to your research field in particular. To allow for the planning of relevant study-abroad periods, the supervisor shall at an early stage of your studies introduce you to other relevant academic environments outside the department, also internationally.
8. Advise you on the name of the person in charge of doctoral training (PhD-coordinator) in the department/faculty and ensure that you can contact him/her to discuss relevant matters, including difficulties that may arise in your relationship with your supervisors and your study progress
9. Decide, in consultation with the Head of Department, at the start of your PhD project, whether assignment of Intellectual Property Rights (IPR) is necessary and, if so, ensure that an agreement on IPR is established at the outset of the project
10. Ensure that a risk assessment of any laboratory and/or field-based activities has been carried out in accordance with departmental procedures and that you receive the necessary safety training
11. Ensure that ethics approval has been obtained in accordance with the regulations, and provide guidance on questions of research ethics related to the thesis work. Arrange for you so you to familiarise yourself with your responsibility to avoid any form of misconduct.
12. Ensure that you maintain records of your research data in a systematic manner so that they can be consulted and understood by anyone with a legitimate right to enquire, such as the evaluation committee
13. Discuss incidents with you that may seem to be related to research misconduct or plagiarism and report to the department on any suspected instance of research misconduct, including plagiarism
14. Organise and take part in your midway evaluation
15. Agree with you after your midway evaluation on a realistic timetable for completion of the research and writing up of your thesis
16. Submit annually by 1 November to the department/faculty, as appropriate, a standard report about the progress of your doctoral training
17. In consultation with co-supervisors and the department/faculty, make satisfactory arrangements for supervision if the main supervisor is absent for a period of more than four weeks. Keep you informed about all matters that could have significant bearing on the supervision.
18. Encourage you to present your work in progress from time to time and attend relevant conferences, meetings and workshops, and to consult relevant sources of information and advice inside and outside your department
19. Encourage you to develop and improve your general and transferable skills
20. Help you to ensure that duty work does not exceed 25% of your total workload

Co-supervisor

You can expect your co-supervisor to:

1. Participate in planning your research project and the training component, which is necessary for your admission and enrolment as a PhD candidate
2. Supervise you in connection with your research project
3. Keep updated on the progress of your work and be present at (at least) quarterly supervisory team meetings

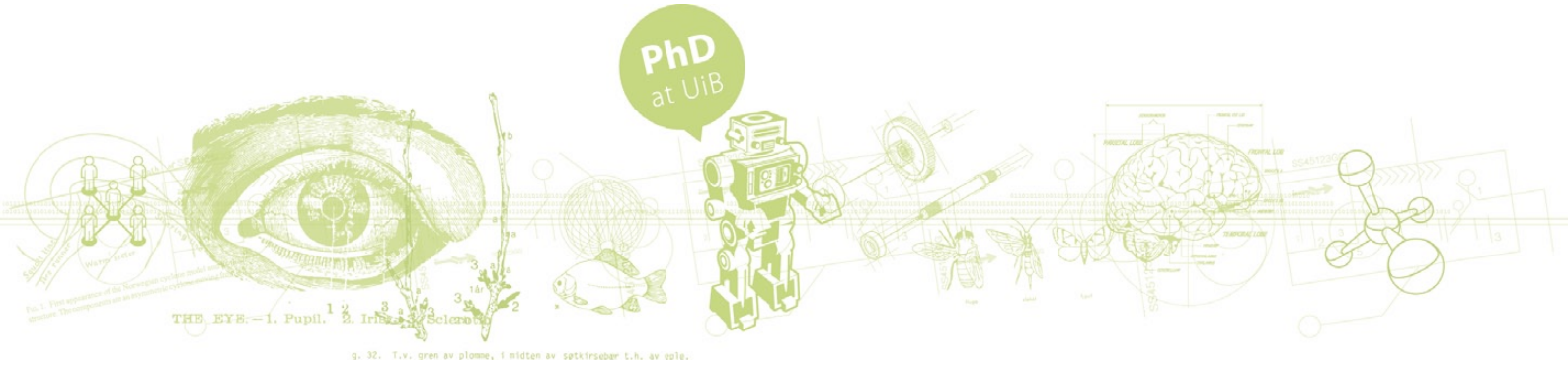
4. Provide quality advice concerning your research work, consider which hypotheses and methods may be suitable, and provide you with feedback on written texts as they develop. This is to ensure that you are able to complete the thesis within the normal timeframe, which is three years for PhD studies.
5. Improve the effective supervision of your work by contributing a second opinion or additional areas of expertise, if the main supervisor considers it desirable
6. Provide for continuity of supervision in the event of the absence or departure of the main supervisor. Arrange (in consultation with the main supervisor and the department) for a replacement in the event of his or her parallel absence with the main supervisor.
7. Take part in your midway evaluation

Person in the department/faculty in charge of doctoral training and administrative PhD coordinator

In all faculties and departments, there is an academic chair of doctoral training and an administrative contact person for PhD candidates. In addition, all faculties have administrative PhD coordinators at faculty level and some even at department level. Check with your faculty who your contact persons will be in your department/faculty. Your main supervisor will introduce you to your administrative contact person.

You can expect the academic chair and administrative PhD-coordinator to:

1. Upon your appointment to a PhD-position, confirm who your supervisor will be and provide you with all the information you need about your rights and duties as a PhD candidate
2. Oversee admission to doctoral training, supervision, courses, progress and examination of PhD candidates in the department and generally ensure that the PhD regulations are followed
3. Set up, in cooperation with the Head of Department, an annual plan for tutorial and other duties required of PhD candidates employed by UiB (only applies to those with four-year contracts)
4. Ensure that the following issues are attended to:
   a) That a main supervisor and a co-supervisor have been appointed for you in due time, and that all supervisors have the qualifications required by national regulations
   b) You use the student web to register and are familiar with the university web pages to keep oriented about all information relating to doctoral training
   c) If relations between you as a PhD candidate and your supervisor become difficult, but also in other circumstances where a change of supervisor could be beneficial, the academic chair and administrative PhD coordinator will assist in resolving any problems, and, if necessary, arrange for the appointment of a replacement supervisor
   d) That all PhD candidates registered in more than one department and PhD candidates with an employer other than UiB are assisted by the faculty's/department's academic chair and administrative PhD coordinator. This will ensure that all PhD candidates have the same rights as PhD candidates and that they know their duties as PhD candidates irrespective of where they are employed. PhD candidates not employed by UiB must be assured sufficient contact with a research environment.
   e) That annual assessment meetings are held between PhD candidates and supervisors in relation to progress reports



5. Serve as a source of information about all regulations and resources relating to doctoral training for both PhD candidates and supervisors, also including supervisors from collaborating institutions
6. Promote general PhD candidate welfare by informing supervisors and PhD candidates about:
   a) Special needs of international PhD candidates
   b) Special needs of externally employed/off-campus PhD candidates
   c) Rights and duties in relation to study leave, and possibilities for prolongations etc.

PhD committees

Most faculties have a PhD committee; some PhD committees are part of the Research Board at faculty level, and other faculties have PhD committees at department level. It is common to all these bodies and PhD committees that they chair and organise doctoral training in the faculties. This body supplements and assists the role of the person in charge in the department/faculty, oversees admission and is responsible for quality assurance of doctoral training.

Heads of Department

The Head of Department has overall responsibility for the welfare and the academic progress of all PhD candidates employed at and/or affiliated to the department, including supervision, the provision of necessary equipment and facilities and for ensuring that safety regulations are complied with. The Head of Department is also responsible for annual follow-up mentoring of the PhD candidates employed in the department. For faculties without departments, this is the responsibility of the faculty's academic chair of doctoral training. For PhD candidates who are employed by a partner institution, the Head of Department should ensure that adequate provision is made for supervision, that access to departmental resources is facilitated and progress monitored, and that PhD candidates are involved in an active and viable research group, preferably at UiB.

Resources

Supervision training: www.uib.no/phd/en/doctoral-training/supervision/supervision-training

PhD committees: www.uib.no/phd/en/responsibilities/phd-committees

PhD contact persons: www.uib.no/phd/en/responsibilities/phd-contact-persons