

The PhD handbook at Kristiania University College has the PhD - candidate in focus and aims to achieve the best possible completion of the doctoral program. In addition, the handbook describes QA procedures.

PhD handbook

Kristiania University College

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Introduction

The educational programme leading to the degree of *philosophiae doctor* (PhD) is the highest level of formal education in Norway. It involves active research work under supervision, and results in qualification for research activity and other work requiring a high degree of scientific insight and analytical thinking.

The aim of the PhD education at Kristiania University College is to educate independent researchers having high, international-level qualifications. This is to be done in collaboration with national and international research environments and in accordance with recognised scientific and ethical principles.

The Quality Assurance System at Kristiania University College (Kristiania) that was approved by NOKUT 10.12.2015 is still in use at Kristiania University College. It is described in Kvalitetshåndboka 2020¹. In Part A and B of this handbook, the quality assurance for start-up, carry-out and completion phase are described. Part C describes the annual evaluation of the programme. The manual is based on the Regulations on the degrees *philosophiae doctor* (PhD) and *philosophiae doctor* in artistic development work at Kristiania University College. In addition, the PhD programmes may have their own supplementary provisions.

The processes and routines for the quality assurance system for the third cycle, will be made available at a specific website at the webpage of Kristiania University College. These webpages will be an addition to the webpages that are describing other important aspects of research support², such as research ethics, library services and others.

The PhD programme follows a sequence of phases from admission to completion and public defence of the doctoral thesis. All these components demand attention to make for an optimal educational programme. In addition to this, several quality assurance procedures are important, and are covered in this handbook.

Part A of the handbook addresses the PhD candidate and supervisors, while part B and C addresses the administration.

PhD candidates are usually both students and employees of either Kristiania University College or another employer. Part A of this manual deals primarily with rules and procedures relating to the PhD candidates' framework conditions for study at Kristiania University College. Matters pertaining to employment are governed by other regulations and the personnel handbook.

¹ https://losen.kristiania.no/wp-content/uploads/2020/05/Kvalitetsha%CC%8Andbok-2020_rev-mai-2020.pdf

² <https://www.kristiania.no/forskning/for-ansatte/forskningsstotte/>

Part A. PhD manual for candidates and supervisors

1. Start-up phase

Objectives: PhD candidates at Kristiania University College will be assured a good start-up phase that will lay the premises for successful completion of the PhD programme.

Admission requirements are described in Chapter 6 of the PhD Regulations and in any supplementary provisions that may be prescribed in the curricula for the doctoral programmes. To be admitted to a PhD programme, funding and a master's degree successfully completed with good grades are needed.

A PhD education requires a good knowledge of English. The candidate is expected to be able to communicate research results both orally and in writing in English, and to attend seminars conducted in English, etc.

To start a PhD education, funding is essential. PhD candidates do not have student status in Norway and therefore cannot apply for support from the Norwegian State Educational Loan Fund.

Most successful applicants admitted to doctoral programmes at Kristiania University College will be employed as research fellows. Research fellowship vacancies at Kristiania University College can be found on the college's website. Candidates can also enter into a financial agreement with an employer other than Kristiania University College.

Among other types of support, the Research Council of Norway provides financial support to public enterprises (public-sector PhD) or to the private sector (business PhD) for employees wanting to complete a doctoral degree. Through this scheme, companies can apply to receive financial support for an employee who wants to take a PhD in an amount up to 50% of the current PhD fellowship rate. Potential candidates and their employer interested in entering into this kind of collaboration on a business of public-sector PhD are welcome to contact the administrative manager for the relevant PhD programme.

The PhD candidate:

- is responsible for applying for admission to the PhD programme by the stated deadline, normally within three months from the date of appointment, in consultation with the supervisor. Application requirements are described in Section 2-2 of the PhD regulations.
- shall prepare a complete project description in collaboration with the supervisor
- shall familiarise himself/herself with the rules and guidelines pertaining to the use and storage of research data
- shall familiarise himself/herself with ethical research guidelines and implement the Norwegian Health Research Act and privacy protection measures where relevant, and apply for necessary permits

The application for admission must contain, among other things:

- a preliminary project description
- a plan for the training component that includes courses (min. 30 credits), a progress plan, preliminary publication plan and funding plan
- a proposed nomination of at least one co-supervisor in addition to the main supervisor, as well as a description of an active research environment
- for admission, much emphasis is placed on the quality of the project, the plan for implementation of the project, the relevance of the project for the PhD programme to which application is being made and a statement that the project can be carried out within a net framework of three years, and this must thereby be clearly written in the application.

Supervisor(s):

- will assist the PhD candidate in formulating research questions in conjunction with the application process as well as drafting the project description and implementation plan
- shall ensure that the Norwegian Health Research Act and privacy protection measures are considered and implemented in the application where relevant
- shall introduce the candidate to relevant academic environments: internal, national and international
- is responsible for quality assurance relative to the candidate's obtaining permits for the use of research data and must ensure that ethical research guidelines are followed

The doctoral degree agreement

The work on the PhD thesis shall be performed under individual supervision. The doctoral degree committee appoints supervisors for the candidates. In some cases, a PhD grant will be associated with a particular supervisor already at the time the grant is advertised. As a rule, the main supervisor must be an employee at Kristiania University College. Admission is concluded contractually between the Kristiania University College and the candidate. The agreement upon admission to organised doctoral education (PhD), is the agreement governing candidates' rights and obligations during the course of the PhD programme studies within the framework of applicable statutes and regulations.

The PhD agreement is described in Section 7 of the PhD regulation.

The PhD candidate is to have at least two supervisors, one of whom is appointed as the main supervisor. The PhD agreement, Part B, Agreement on professional supervision during the PhD programme, must be filled out by all candidates admitted. Contracting parties in Part B are candidates, supervisors and Kristiania. If a candidate has several formal supervisors, Part B of the agreement shall include all supervisors.

Procedures concerning the appointment of a supervisor are discussed in Section 8 of the PhD regulation. All supervisors must have a doctorate. All supervisors have joint responsibility for academic follow-up and shall make provisions to enable the candidate to participate regularly in an active research environment with senior researchers and other PhD candidates. Good dialogue, mutual trust and respect between the PhD candidate and the supervisor are essential for productive cooperation and good results.

Forms and information about preparation, admission and start-up:

Forms:

Agreement on admission to PhD programme

Application for admission to a PhD programme

Description of the research project

Application form for external candidates to attend PhD courses

Routines:

Routine for admission to a PhD programme

Job descriptions:

Job description for processing an application for admission to a PhD program

2. Carry out studies

Objectives: PhD candidates at Kristiania University College shall be ensured high quality education and support in all parts of the doctoral programme so that they can confidently complete the PhD within the standard time and achieve learning outcomes described for the programme.

The PhD candidate:

- shall work to find solutions to their research questions
- is responsible for conducting research compliant with applicable legislation and ethical research guidelines
- shall enrol in and complete the courses constituting the training component
- shall apply for any changes to be made in the training component
- shall participate actively in planning and carrying out meetings with supervisors and shall follow up agreements entered into with the supervisor(s)
- shall participate actively in the academic community, including PhD seminars organised by Kristiania University College
- shall adhere to the agreed progress plan and submit annual progress reports
- shall complete obligatory seminars and mid-term evaluation
- shall complete an electronic evaluation of the PhD programme annually
- has a duty to report work outcomes having a commercial potential derived from work-related efforts
- is expected to present his/her project in internal and external professional forums during the course of the study programme
- As a PhD candidate, you must take the initiative to discuss with supervisors any challenges or problems that may arise in conjunction with research work or guidance. If it is not possible to discuss the issue with the supervisor(s), please discuss with the academic/administrative manager of the PhD programme. The doctoral degree committee is responsible for appointing a new supervisor(s) in the event of long-term illness, leave of absence, etc.

The supervisor:

- shall provide the candidate with regular and predictable high-quality guidance in accordance with the PhD regulations, so that the project is in compliance with good research practice and maintains the proper academic level
- shall ensure that the candidate is integrated into the relevant academic environment, with an international orientation and association with a research group and becomes aware of the latest research
- shall help the candidate publish in high-quality scholarly channels and see to it that ethical research guidelines are followed
- shall ensure that the candidate's progress is followed up
- shall submit annual progress reports (the main supervisor)
- shall participate in the candidate's mid-term evaluation and assist with the coordination thereof
- is responsible for making the candidate aware of the statutes and regulations pertaining to the use of research data, and when applicable, for detecting and dealing with any non-conformance, and for ascertaining attempts to cheat and violations of good research ethics
- is responsible for planning and conducting guidance meetings
- is responsible for dialogue between the main supervisor and co-supervisors
- has a duty to report work outcomes having a commercial potential derived from work-related efforts
- is responsible for further developing his/her own competence as a supervisor through participation in external academic environments and courses for supervisors
- The supervisors should be aware of the PhD candidate's academic background and assess whether there is a need to strengthen special knowledge or skills at the starting date or during the PhD programme period. In addition to individual follow-up, the supervisor is expected to participate with the candidate in certain seminars.

Challenges in the supervisor–PhD candidate relationship

Challenges sometimes arise in the relationship between the supervisor and PhD candidate. The most important thing candidates can do if problems arise is to bring them up as soon as possible and preferably with the supervisor in question. If, for any reason, it is difficult to bring the matter up with the supervisor or if it does not lead to improvement in the situation, the School or institute, must provide the necessary assistance. Who to contact will depend on what the problem is and with who the candidate feel comfortable discussing these issues with. It could be the head of the programme, the person with administrative responsibility for the programme, or the immediate superior. The most important thing is that the candidate contacts someone and together agree on the way forward.

Different measures can be implemented depending on the nature of the matter, but the candidate is responsible for informing someone about the case. The earlier in the process the problem is raised, the greater the chance of making the necessary adjustments to ensure progress and a good outcome for all parties.

If the candidate, or the supervisor, experience that the other party does not meet its obligations in relation to the PhD agreement and regulations, the candidate must discuss the matter and try to reach a solution. If this does not lead to improvement, the candidate and the supervisor have a right to request that the supervisor relationship is ended. This request must be sent to the PhD School, in accordance with the PhD agreement. The PhD School makes the final decision in such cases and the supervisor is not permitted to step down until a new supervisor has been appointed. Any disputes about the supervisor and candidate's rights and obligations can be brought forward by the parties to be considered and decided by the PhD School

Period of study at a host institution

Kristiania University College encourages its PhD candidates to study for a period at other institutions. Such stays for study purposes should, as far as possible, be included in the project description. Such stays can be spent taking various courses or doing parts of the research work. If candidates decide, after the project has begun, that they want to spend part of the study time at a host institution but without having included it in the original plan, the stay must be clarified with the supervisor and the university college.

Absence

It is important to inform Kristiania University College about lengthy absences. If candidates need to extend their study period, a separate form must be filled out for changes in the contractual period including an account of why the agreement needs to be extended and how the extension will be financed. In the event of an extension due to leave, sickness absence, work on other projects or similar circumstances, documentation or confirmation from the employer must be attached. The extension must be approved by the doctoral degree committee.

Forms and information relevant during the course of the programme:

Forms

Application for revised course plan

Application for leave of absence from PhD studies

Application for extension of PhD contract
Progress report
Midterm evaluation

Routines:

Routine for follow-up of PhD candidates

Job descriptions:

Job description for annual progress report

Job description for mid-term evaluation

Job description for extension of study time

3. Completion

Objectives: Research work and publications by PhD candidates at Kristiania University College shall be of high international standard.

The PhD candidate:

- is responsible for the content of the thesis and for ensuring that it meets good international standards
- shall inform the supervisor before submitting the thesis
- is responsible for completing the thesis work and the training component within the standard period of time
- shall submit an application for evaluation of the thesis to the faculty including annexes as prescribed in the PhD regulations
- shall submit documentation that the training component has been successfully completed
- shall submit a PhD thesis of high ethical and research quality in line with applicable regulations and good international standards
- shall ensure that all parties involved are recognisably included and duly acknowledged in accordance with applicable regulations and that the co-author declaration(s) are signed
- The PhD candidate should have had the thesis copy-edited before submitting it for evaluation

The supervisor:

- is responsible for ensuring that the PhD thesis meets high ethical and research standards in accordance with applicable regulations
- should normally have given the candidate the go-ahead before submission of the thesis
- shall propose the evaluation committee for the thesis

The doctoral degree committee:

When the application to have the PhD thesis evaluated has been approved, the doctoral degree committee will appoint an evaluation committee. The PhD coordinator is responsible for sending copies of the thesis to the evaluation committee. During the evaluation period, the candidate shall not have any contact with the members of the evaluation committee.

Within 3 months of receiving the thesis, the committee shall issue a reasoned statement on whether or not the work is worthy of being defended for the doctoral degree. The PhD candidate will receive the recommendation from the faculty and will be given a deadline of ten working days by which to respond with written comments on the recommendation.

The PhD candidate:

- shall submit a succinct summary of the PhD thesis in Norwegian and in English to the administration
- shall draft the popular article about the PhD thesis and take press pictures
- shall ensure that the manuscript is delivered to the library for printing and ensure that the proof copy is proofread

Trial lecture and public defence

The topic of a trial lecture shall be made known to the candidate and publicly announced ten working days before the lecture. The evaluation committee suggests the topic for the trial lecture, and the topic shall not be directly related to the topic of the thesis.

The public defence is the candidate's defence of the thesis itself. The host School organises the public defence. The time and place of the public defence are publicly announced no later than ten working days before it is held. As a general rule, the trial lecture and public defence are held on the same day.

Forms and information relevant for submission and evaluation of the doctoral thesis:

Forms:

Application of assessment of PhD thesis

Co-author declaration

Confirmation of coursework

Popular article PhD thesis and defence

Declaration of impartiality

Recommendation from the assessment committee – thesis

Recommendation from the assessment committee – trial lecture and defence

Routine:

Routine for submission and assessment of PhD thesis

Job descriptions:

Job description for submission of PhD thesis

Job description for appointment of assessment committee

Job description for assessment of PhD thesis

Job description for preparation of trial lecture and disputation

Job description for arrangement of trial lecture and disputation

Part B. PhD manual for administration of the PhD educational programme

This section of the PhD handbook is specifically designed for those who administer the various PhD programmes at Kristiania University College.

1. Start-up phase

Objectives: PhD candidates at Kristiania University College will be assured a good starting phase that will lay the premises for successful completion of the PhD programme.

Prior to admission

For PhD candidates at Kristiania University College who are funded through scholarship schemes that entail a contract of employment between the candidate and Kristiania University College, the Head of department is responsible for personnel matters. Common rules on employment apply to PhD candidates appointed to Kristiania University College or external parties. In addition, PhD positions are subject to the Norwegian Regulations concerning terms and conditions of employment for the posts of post-doctoral research fellow, research fellow, research assistant and resident³.

Programme Committee:

- shall ensure that Kristiania admits highly qualified candidates to the program
- shall ensure quality in the employment procedures

Head of Department (Or, optionally, the Pro-Dean of the host School)

- agrees on a starting date with the candidate and allocates office space in the relevant academic environment
- informs IT service about office space and start-up date
- offers all new candidates a welcome conversation at start-up including information about academic and administrative contact persons
- shall ensure that candidates are integrated into the department environment as early as possible
- in cooperation with the candidate, shall draw up a plan for the implementation of any compulsory duties in accordance with the regulations

The PhD coordinator:

- offers, in a conversation with the candidate and the main supervisor, information about the PhD programme and the application process
- ensures that the candidate applies for admission to the PhD programme within three months after start-up

After applying for admission

The process from applying for admission to signing a written agreement is discussed in Section 6 of the PhD regulations and is described step by step in Kristiania University College's quality procedures and work descriptions for the PhD programme, along with the appurtenant forms.

The procedure is carried out as follows:

The PhD candidate:

- submits an application for admission to the PhD programme via the PhD coordinator within three months after start-up of the PhD studies
- submits a filled-in agreement (form) with signatures of the candidate himself/herself, supervisors and any external institution in three copies to the PhD coordinator

The PhD coordinator:

- informs the candidate and supervisor about decisions regarding admissions
- ensures that the admission is formalised within three weeks after admission through a written agreement between the PhD candidate, supervisors, responsible faculty represented by the dean, and any external institution
- ensures, within three months after admission, that the candidate and supervisor submit the finalised project description

³ <https://lovdata.no/dokument/SF/forskrift/2006-01-31-102?q=forskrift%20om%20ansettelse%20i%20stipendiat>

- gets the agreement signed by the dean and returns one copy to the candidate and one to the main supervisor. The third copy is filed

The Programme Committee:

- processes the application and makes a recommendation regarding admission
- processes the final project description
- follow-up the candidate's association with relevant academic environments, with an international orientation and, with a research group
- ensure that foreign candidates are also well provided for and are naturally included in the academic environment

Doctor degree committee:

- makes the final decision on admission
- is responsible for appointing a formal main and co-supervisor in the admissions decision

Forms and information about preparation and the process up until admission:

Forms:

Agreement on admission to PhD programme

Application for admission to a PhD programme

Description of the research project

Application form for external candidates to attend PhD courses

Routines:

Routine for admission to a PhD programme

Job descriptions:

Job description for processing an application for admission to a PhD program

2. Carry out studies

Objectives: PhD candidates at Kristiania University College shall be ensured high quality education and support in all parts of the course of doctoral studies so that they can complete the degree within the standard time and achieve learning outcomes described for the programme.

During the course of the PhD studies

The carrying out of the PhD study programme is discussed in Section 7 of the PhD regulations.

The Programme Committee:

- shall follow-up and see to it that candidates receive regular and predictable high-quality guidance in line with the college's PhD regulation
- shall participate with the PhD coordinator and the Dean of PhD School in the effort to follow up the supervisors and offer guidance courses
- shall ensure that candidates have an academic forum
- is responsible for reporting progress and for mid-term evaluation in cooperation with host School
- is responsible for evaluating the candidate's progress and conducting mid-term evaluations
- shall ensure that the candidate's progress is on schedule with the standard time in accordance with the agreement on funding, and that the project complies with good research practice and maintains the correct academic level
- is responsible for academic assessment and, when applicable, approves the transfer of external education in relation to requirements of the programme and transitional arrangements for PhD candidates who change their PhD programme or end their studies
- is responsible for ensuring that supervision is evaluated and reported in accordance with the quality system
- is responsible for the concluding seminar, when applicable
- Is responsible for approving courses specific to each programme

Doctoral Committee:

- is responsible for making recommendations to the appeals committee in cases concerning compulsory termination of the PhD studies before the agreed time as well as any complaints concerning individual decisions

- Is responsible for approving joint courses

PhD coordinator:

- is responsible for the annual electronic evaluation of the PhD programmes that are sent out annually to PhD candidates in all PhD programmes
- is responsible for updating the electronic evaluation annually, and sending reports showing results of the evaluation to the chairpersons of the programme committees
- is responsible for coordinating and updating the PhD manual, procedures, forms for the PhD programmes in collaboration with the quality department

Forms and information relevant during the course of the programme:

Forms

Application for revised course plan

Application for leave of absence from PhD studies

Application for extension of PhD contract

Progress report

Midterm evaluation

Routines:

Routine for follow-up of PhD candidates

Job descriptions:

Job description for annual progress report

Job description for mid-term evaluation

Job description for extension of study time

3. Completion

Objectives: Research work and publications by PhD candidates at Kristiania University College shall be of high international standard.

Submission and evaluation of the doctoral thesis

The finalisation and submission of the thesis is discussed in Section 13 of the regulations and is described step by step in Kristiania University College's quality procedures and work descriptions for submission and evaluation of the thesis, including appurtenant forms.

The Programme Committee:

- is responsible for submitting the thesis to the evaluation committee
- is responsible for seeing to it that the thesis is evaluated and appraised
- is responsible for approving the application for evaluation and appointing the evaluation committee
- is responsible for processing the committee's recommendations
- is responsible for ensuring that the appraisal of the candidate's thesis meets the minimum requirements for research competence and that the expected learning outcomes are achieved

The PhD coordinator

- is responsible for sending a press release to the Communications Department
- is responsible for facilitating and following up the trial lecture and public defence

The Communications Department

- shall publish information about the public defence on Kristiania University College's website

Trial lecture and public defence

The topic of a trial lecture shall be made known to the candidate and publicly announced ten working days before the lecture. The evaluation committee suggests the topic for the trial lecture, and the topic shall not be directly related to the topic of the thesis.

The public defence is the candidate's defence of the thesis itself. The PhD coordinator organises the public defence. The time and place of the public defence are publicly announced no later than ten working days before it is held. As a general rule, the trial lecture and public defence are held on the same day.

The Programme Committee:

- is responsible for the conduct of trial lectures and the public defence
- ensures that the candidate formally receives his or her diploma and is awarded the doctoral degree

Rector has the responsibility for awarding the doctoral degree

Forms and information relevant for submission and evaluation of the doctoral thesis:

Forms:

Application of assessment of PhD thesis

Co-author declaration

Confirmation of coursework

Popular article PhD thesis and defence

Declaration of impartiality

Recommendation from the assessment committee – thesis

Recommendation from the assessment committee – trial lecture and defence

Routine:

Routine for submission and assessment of PhD thesis

Job descriptions:

Job description for submission of PhD thesis

Job description for appointment of assessment committee

Job description for assessment of PhD thesis

Job description for preparation of trial lecture and disputation

Job description for arrangement of trial lecture and disputation

Part C. PhD programme evaluation

The PhD programme are evaluated yearly. The evaluation is based on data from the different sources such as the PhD candidates, the supervisors and the programme committee. The evaluation of the programme will be written into a report for the programme, that will be used as the basis for a report at the institutional level that covers all the PhD programs. This report will be presented as a separate chapter in the Quality Assurance Report⁴ written at the institutional level.

The forms and information relevant for the evaluation of the programme:

Forms:

Annual evaluation of PhD programme

Job descriptions:

Job description for preparation of annual evaluation report of PhD programme

⁴ <https://www.kristiania.no/om-kristiania/om-oss/organisasjonen/rapporter/>

Appendix 1 – Organisation of the PhD programme

Function	Description of roles
The Board	<p>Has the overall responsibility for the PhD studies.</p> <p>Adopts the regulations governing the PhD degree at Kristiania and determines the administrative organisation.</p> <p>Decides whether application must be made for accreditation and approval of a PhD programme and determines which School will be the host for the management of the educational programme.</p>
Rector	<p>Has overall academic responsibility at Kristiania.</p> <p>Awards the doctoral degree.</p>
Dean of PhD School	<p>Has overall responsibility for the «PhD school» at Kristiania University College and thereby the doctoral degree programmes.</p> <p>Appoints members to the doctoral degree committee on commission of the Board</p> <p>Is the chair of the Doctoral degree committee.</p> <p>Has the overall responsibility for working to ensure the quality of study programmes at the PhD level.</p>
The Doctoral degree committee (Doktorgradsutvalget)	<p>Academic and administrative responsibility for PhD studies</p> <p>Chaired by: Dean of PhD School</p> <p>Members:</p> <ul style="list-style-type: none"> Pro-rector research and Artistic Development Heads of the different doctoral programmes Representative of the academic staff Head of Research administration Representative of PhD candidates <p>The secretary of the committee is the PhD coordinator</p> <p>Appointed by the Dean of PhD School on commission of the Board</p> <p>Coordinates across Kristiania University College's PhD programmes and ensures a unified and good research education at Kristiania University College.</p> <p>Is responsible for assuring that Kristiania University College recruits highly qualified candidates for its research educational programme.</p> <p>Shall assure quality in the hiring and admissions process.</p> <p>Shall ensure that there are supervisors with sufficient formal expertise and capacity to attend to the candidates that are offered admission to the programme.</p> <p>Is responsible for approving joint courses.</p>
The Programme committee (Programkomiteen)	<p>Chaired by: Head of Programme</p> <p>Members:</p> <ul style="list-style-type: none"> Vice Dean for research at the host school Representatives of the academic staff (2) Representative of PhD candidates (1) <p>The secretary of the committee is the PhD coordinator</p> <p>Appointed by the Head of programme</p> <p>Processes the applications and final project description and makes a recommendation regarding admission.</p> <p>Follows the progress of the candidates.</p> <p>Follow-up the candidate's association with relevant academic environments, with an international orientation and, when applicable, with a research group.</p> <p>Ensures that foreign candidates are also well provided for and are naturally included in the academic environment.</p> <p>Approves course description specific to the programme.</p>
Dean of host School	<p>Ensures that Kristiania has academically relevant research groups with an international orientation to receive PhD candidates and research projects in doctoral-level educational programmes.</p> <p>Ensures that candidates have access to relevant infrastructure at all times.</p> <p>Conducts annual employee appraisal interviews with research fellows employed at Kristiania.</p> <p>Is responsible for preparing the annual quality report from the School, which shall include an evaluation of the research associated with the PhD programme, and for ensuring quality development.</p>

	<p>Provides input to the members of the doctoral degree committee.</p> <p>Nominates members to the programme committee</p>
Head of PhD programme	<p>Academic leader of the programme; reports to the Dean of PhD school in the role of Head of PhD Programme.</p> <p>Chair of the programme committee.</p> <p>Academic contact person and developer for the programme.</p> <p>Responsible for PhD forum and PhD supervisor forum.</p> <p>Develops cooperation with other institutions.</p> <p>Participates in the preparation of agenda items for the doctoral committee, initiator of joint seminars and workshops.</p> <p>Responsible for planning and coordinating PhD courses.</p>
PhD coordinator	<p>Is responsible for administrative coordination and are the contact persons for candidates, supervisors and others who have queries about the institution's PhD studies.</p> <p>Holds the secretariat function for the programme committees and the doctoral degree committee.</p> <p>Is responsible for coordinating procedures in the PhD programmes.</p> <p>Is responsible for the carrying out of the PhD course of study.</p>
Quality department	<p>Is responsible for routines and follow-up of QA of the training component, with any adaptations to the PhD level in cooperation with the doctoral degree committee.</p>
Study administration	<p>Responsible for study-related administrative functions that are independent of the level of the educational programme, such as FS (National Student Database), issuance of diplomas, conducting examinations etc.</p>

Appendix 2 – Agreement on admission to the PhD programme.

AGREEMENT ON ADMISSION TO THE PhD PROGRAMME INTRODUCTION

This document is available in both Norwegian and English. In case of doubt about the meaning of the English translation, the original Norwegian document will be regarded as the authoritative version.

The admission agreement is based on the Recommended Guidelines for the Doctor of Philosophy Degree (PhD) approved by the Norwegian Association of Higher Education Institutions (UHR) on 29 April 2011 (updated and amended on 29 January 2015) and replaces the corresponding agreement from 2004. The purpose of the agreement is to supplement and specify in writing the decision on admission to a PhD programme taken by a faculty. The admission agreement is used throughout Norway. The binding agreement between the parties aims to ensure that candidates admitted to a PhD programme have working conditions that enable them to complete the programme within the specified period of time.

The agreement is drawn up in accordance with the laws and regulations that apply to doctoral education; see the Act relating to universities and university colleges (the University and University College Act) of 2005 and the appurtenant regulations, in particular the Regulations concerning terms and condition of employment for the posts of postdoktor (post-doctoral research fellow), stipendiat (doctoral research fellow), vitenskapelig assistent (research assistant) and spesialistkandidat (resident) approved by the Ministry of Education and Research on 31 January 2006, and the supplementary provisions that apply at any given point in time. The agreement is also based on other laws and regulations, including the Copyright Act and the Patent Act, as well as The Norwegian Qualifications Framework, UHR's Recommended Guidelines for the Doctor of Philosophy Degree and the Recommended Guidelines for Crediting Academic Publications to Institutions.

The agreement is intended to address and regulate the most crucial aspects of doctoral education. The agreement consists of three parts:

Part A. General terms and conditions, This part is to be filled out by all candidates admitted to a PhD programme. The parties to the agreement in Part A are the doctoral candidate and the institution, specifically the faculty and the department/unit with which the candidate is affiliated.

Part B. Agreement on academic supervision in PhD programmes, This part of the agreement is to be filled out by all candidates admitted to a PhD programme. The parties to the agreement in Part B are the doctoral candidate, his or her supervisor and the relevant unit/department. Part B of this agreement is required for all candidate-supervisor relationships.

Part C. Agreement between an external party and the university or university college on completion of the PhD programme, Part C of this agreement must be filled out for candidates with external funding and/or an external workplace. This part of the agreement may also be used for candidates who are employed at a department/faculty/centre at the institution other than the one with which the candidate is affiliated in Part A of the agreement.

Candidates participating in the Industrial PhD scheme must also sign a separate cooperation agreement; cf. the guidelines from the Research Council of Norway. If the candidate is affiliated with two or more institution, an agreement must be signed with each of the external parties.

AGREEMENT ON ADMISSION TO THE PHD PROGRAMME

This agreement consists of Parts A, B and C.

PART A: GENERAL TERMS AND CONDITIONS

Section 1 PURPOSE

This agreement applies to all doctoral candidates admitted to a PhD programme through ordinary admission procedures. The purpose of this agreement is to ensure completion of the PhD programme by the candidate and to regulate the rights and obligations of the parties within the framework of the relevant laws and regulations and the specifics of the individual admission decision.

SECTION 2 THE ADMISSION DECISION

This agreement is entered into between the doctoral candidate, hereafter referred to as “the candidate”, and the faculty and department/unit at the institution:

_____ (name)

has on _____ (date) been admitted to

the PhD programme _____ at _

_____ Kristiania University College

_____ (unit)

SECTION 3 DURATION OF THE AGREEMENT

This agreement is valid from and including (start of funding) _____

up to and including (end of funding) _____

The agreement period will be extended automatically for all leaves granted on the basis of Norwegian law, the current Basic Collective Agreement.

Under certain circumstances, this agreement may be terminated prior to the specified date of conclusion, see Section 12.

SECTION 4 REQUIRED COURSEWORK AND DOCTORAL THESIS

During the agreement period, the candidate is to complete a PhD programme consisting of required coursework and a research project. The programme as a whole will culminate in the completion of a doctoral thesis with the following working title:

The basis of the PhD programme consists of the formal admission decision, the requirements stated in or formulated in accordance with the institution’s regulations for the PhD degree, an approved project description and a plan for the required coursework. Changes or additions to the candidate’s project description or plan for the required coursework are permitted, as long as these are not so substantial that the agreement no longer presents an accurate picture of the relationship between the parties, the funding situation, the content and progress of the research project, or other critical factors. If this is the case, the institution may demand that the agreement be terminated or replaced by a new

agreement. Other, minor changes may be made without any amendment to this agreement. Minor changes must be documented in writing and stored in such a way that their connection with this agreement is clear and unambiguous. The changes described in the paragraph above must be submitted to the head of the responsible body at the unit, faculty or department for written approval.

SECTION 5 ACADEMIC SUPERVISION

The doctoral candidate has the right and obligation to receive academic supervision during the agreement period. A supervision agreement must be signed between the candidate, the supervisor and the department/unit. The supervision agreement is included in this agreement under Part B.

Any amendments to the supervision agreement must be made as described in Part B.

SECTION 6 FUNDING AND EMPLOYMENT

The PhD programme will be carried out with the following funding and employment arrangements: Employment and workplace:

During the agreement period, the doctoral candidate will be employed at:

During the agreement period, the doctoral candidate will have his or her workplace at (name of institution or enterprise, and department/unit or other unit if relevant):

Funding:

The doctoral candidate is funded by (institution/funding source):

for the period stated in Section 3 above or for the following period:

From and including _____ up to and including _____

Conditions on the funding, if any: _____

(If the conditions are stated in Part C of the agreement or in a separate document, please refer to this. If necessary, please attach the relevant document.)

Appointment to a doctoral research fellowship position and terms of employment (to be completed for candidates employed in this type of position during the agreement period):

The candidate is employed as a doctoral research fellow 1017 or doctoral research fellow 1378 at _____ (employer institution)

Terms of employment for those employed with a work requirement:

The work requirement will be carried out at: _____ (workplace)

The work requirement comprises the following percentage of the total work time: _____ %

Other terms of employment (e.g. residence requirement):

_____ For doctoral candidates formally employed in PhD positions at a university/university college, a separate agreement regulating the employment relationship must be signed. The Regulations concerning terms and condition of employment for the posts of postdoktor (post-doctoral research fellow), stipendiat (doctoral research fellow), vitenskapelig assistant (research assistant) and spesialistkandidat (resident) approved by the Ministry of Education and Research on 31 January 2006, as well as the general provisions of the Civil Service Act with appurtenant regulations, also apply.

SECTION 7 AGREEMENT BETWEEN THE DEGREE-CONFERRING INSTITUTION AND AN EXTERNAL INSTITUTION OR ENTERPRISE

When an external institution or enterprise contributes to the PhD programme by providing the candidate with a research fellowship, funding or workplace, Part C of the agreement must be filled out.

SECTION 8 INFRASTRUCTURE

The infrastructure needed to implement the PhD programme must be placed at the disposal of the candidate. It is the responsibility of the institution to decide what infrastructure is necessary for implementing the project.

If the doctoral candidate has external funding and/or an external workplace, an agreement on infrastructure and other operating costs must be signed between the institution and the external party. Additional provisions are to be stated in Part C.

The agreement referred to in the second paragraph above must be signed prior to the formal admission of the candidate or immediately thereafter.

Other special conditions: _____

SECTION 9 COPYRIGHTS, PATENT RIGHTS AND INTELLECTUAL PROPERTY RIGHTS (IPR)

The provisions in this section must not be interpreted as conflicting with the Copyright Act of 12 June 1961 or its regulations.

If the candidate is the sole author of the doctoral thesis, he or she alone holds the copyright to the doctoral thesis.

In cases when an article or other manuscript is written by more than one author and it is not possible to identify the individual's contribution to the whole, the article will be regarded as a joint work. The authors of such articles will hold a joint copyright.

The university/university college may make copies at no charge of those parts of the doctoral thesis to which the candidate alone holds a copyright, as well as of other manuscripts resulting from the work involved in the thesis and to which the candidate alone holds a copyright, for use in its own teaching and research activities. In the event of such use, the candidate must be notified well in advance. The candidate must be credited on each copy produced in accordance with legislation and best practice. If the candidate makes a patentable invention in connection with the doctoral thesis, written notification of the invention must be given to the university/university college without undue delay pursuant to Section 5 of the Act of 17 April 1970 respecting the right to employees' inventions. In accordance with Section 4, cf. Section 6, first and second paragraphs of this same Act, the university/university college may demand that the right to the invention be transferred from the candidate to the institution. If the invention results from cooperation with the supervisor, the candidate and the supervisor must identify their respective parts of the patentable invention.

Nonetheless, the candidate has the right to publish the invention on the conditions stated in Section 6, paragraph three, of the Act respecting the right to employees' inventions.

The right to publish in accordance with the previous paragraph also applies to the supervisor if the invention is the result of a cooperative effort, and the candidate's or a third party's rights do not prevent this.

No restrictions may be set on public access to or publication of a doctoral thesis, with the exception of a previously agreed postponement to allow the external party, if relevant, to settle questions regarding possible patents; cf. Section 7, Part C.

When a doctoral thesis is made publicly accessible or is published, the university/university college is normally credited if the university/university college has made a necessary and substantial contribution or laid a foundation so that the author could produce the published manuscript. If the candidate has been employed at the university/university college while conducting the research activity, this is regarded as a necessary and substantial contribution. Candidates who are employed by, and/or have an appointed supervisor(s) at, more than one institution or enterprise are subject to the provisions in Part 3, Section 7, last paragraph. Also see UHR's Recommended Guidelines for Crediting Academic Publications to Institutions. Deviations from the duty to credit as stated in this paragraph must comply with the Recommended Guidelines for Crediting Academic Publications to Institutions.

SECTION 10 ETHICS AND INTEGRITY IN THE USE OF RESEARCH RESULTS, RESEARCH DATA, ETC.

All use of results, data, etc. must be in accordance with legislation, applicable ethical guidelines, signed agreements, conditions established by committees on research ethics and other relevant bodies and must otherwise be in keeping with good research practice.

For results that are not, or that are not alone, regulated by provisions pertaining to copyrights, see the legislation on the relevant area.

SECTION 11 DUTY TO PROVIDE INFORMATION AND SUBMIT REPORTS

During the PhD programme, the candidate must submit a written report regarding his or her progress on an annual basis or at intervals set by the rules of the institution. The reports must be submitted for approval to the body determined by the faculty.

The supervisors must also submit a report as described in the previous paragraph. The main supervisor is responsible for ensuring that a collective report is submitted.

The parties have a duty to keep each other informed about all factors of significance for completion of the PhD programme. The parties must actively deal with any circumstances that could delay or prevent the candidate from completing the programme.

SECTION 12 TERMINATION PRIOR TO EXPIRY OF THE AGREEMENT PERIOD

Voluntary termination prior to expiry of the agreement period

The candidate and institution may agree that the candidate's participation in the doctoral programme will be terminated prior to expiry of the agreement period.

In the event of voluntary termination, all questions regarding the terms and conditions of employment, funding, rights to the use of the research results, etc. must be settled in a termination agreement. If voluntary termination is due to the candidate's desire to change projects or transfer to a different doctoral programme, the candidate must reapply for admission on the basis of the new project.

Involuntary termination in the event of delay or lack of progress

When one or more of the following conditions are present, the institution may decide to terminate a candidate's participation in the doctoral programme without the candidate's consent:

- A serious delay in completion of the required coursework.
- Repeated or serious violations of the candidate's obligations to provide information, meet commitments, and report on the project, including a failure to submit a progress report.
- A delay in the progress of the research project that is of such a nature as to raise doubts about the candidate's ability to complete the project within the stipulated time period.
- Pursuant to these regulations, involuntary termination may be imposed only if the lack of progress or delay is due to circumstances over which the PhD candidate has control.
- A decision to impose involuntary termination based on this section must be taken by that entity determined by the institution's board. Complaints are to be handled by the institution's appeals committee.

Involuntary termination in the event of cheating on examinations or tests during the PhD programme

If it is found that a PhD candidate has cheated on examinations or tests during the PhD programme, the institution may decide to annul such examinations and tests, cf. section 4.7 of the Act relating to universities and university colleges. If the circumstance(s) are so serious as to constitute scientific misconduct, cf. section 4.13, first paragraph, of the same Act, cf. section 5 of the Act on ethics and integrity in research, second paragraph, the institution may decide to impose involuntary termination.

Decisions based on this paragraph are to be taken by the board itself or the institution's appeals committee. Complaints are to be handled by the joint appeals committee for student cases, cf. section 5-1 of the Act relating to universities and university colleges and regulations in accordance with this.

Involuntary termination in the event of scientific misconduct

If it is found that a PhD candidate is guilty of scientific misconduct, cf. Section 4.13, first paragraph, of the Act relating to universities and university colleges, cf. section 5, second paragraph, of the Act on ethics and integrity in research, the institution may decide to impose involuntary termination.

A decision to impose involuntary termination on the basis of scientific misconduct is to be taken by that entity determined by the institution's board. Complaints regarding such decisions will be handled by the ministry or a special appeals committee appointed by the ministry.

Termination and dismissal

A PhD candidate may be dismissed from his or her position when there are proper grounds related to the institution's or PhD candidate's circumstances, c.f. jf AML § 15-7 and AML § 15-14 regarding summary discharge.

SECTION 13 CONCLUDING PROVISIONS

This agreement is subject to the current rules for doctoral education. Each party has received one original of the agreement. Amendments to the agreement must be documented and stored in accordance with Section 4.

_____, the ____ of _____, 20 _____

Candidate _____

Unit/department _____

Faculty _____

University/university college _____

AGREEMENT ON ADMISSION TO THE PHD PROGRAMME

The agreement consists of Parts A, B and C.

PART B: AGREEMENT ON ACADEMIC SUPERVISION

This agreement is to be signed by the candidate and all the supervisors.

SECTION 1 PURPOSE

This agreement applies to supervision of the doctoral project with the working title:

and academic follow-up of the PhD programme (cf. Part A, Section 4). This agreement specifies the rights and obligations of the parties involved in academic supervision during the agreement period.

SECTION 2 PARTIES TO THE AGREEMENT

The parties to this agreement are the candidate, the supervisor(s) and the PhD School.

The main supervisor during the agreement period is:

_____ (name)

_____ (from unit/institution)

The co-supervisors during the agreement period are:

_____ (name)

_____ (from unit/institution)

Any other co-supervisors and/or mentors: _____

SECTION 3 BASIS FOR THE PHD PROGRAMME

The project description and the plan for the required coursework serve as the basis for academic supervision; cf. Part A, Section 4.

SECTION 4 DUTY TO PROVIDE INFORMATION AND SUBMIT REPORTS

The doctoral candidate and the main supervisor have a duty to keep each other informed about all factors of significance for supervision. The parties must actively deal with any circumstances that could prevent the performance of supervision as agreed in Section 5 below.

The candidate and the main supervisor must submit progress reports as described in Part A of this agreement.

SECTION 5 OBLIGATIONS WITH RESPECT TO SUPERVISION

The academic supervisor is to:

- give advice on formulating and delimiting topics and research questions;
- discuss and assess hypotheses and methods;

- help the candidate to become acquainted with the literature and relevant data (library, archives, etc);
- discuss various aspects of the written presentation (structure, language, referencing, documentation, etc);
- stay informed as regards the candidate's progress and evaluate that progress relative to the plan for completion;
- help to introduce the candidate into relevant research environments;
- discuss results and their interpretation;
- give advice on scientific dissemination;
- provide the candidate with guidance in ethical matters related to the thesis.

The candidate is to:

- provide a draft of parts of the doctoral thesis to the supervisor as agreed and in accordance with the project description. Parts of the thesis may be presented in relevant seminars;
- complete the required coursework in accordance with the progress plan;
- uphold the ethical principles that pertain to his or her area of research.

SECTION 6 COPYRIGHTS, PATENT RIGHTS AND INTELLECTUAL PROPERTY RIGHTS (IPR)

If the candidate is the sole author of the doctoral thesis, he or she alone holds the copyright to the doctoral thesis.

If the doctoral thesis consists of a collection of articles and a summary, the candidate alone will hold a copyright to those parts that are the result of the candidate's independent, creative work.

In cases when an article is written by more than one author and it is not possible to identify the individual's contribution to the whole, the article will be regarded as a joint work. The authors of such articles will hold a joint copyright.

If the candidate makes a patentable invention in connection with the doctoral thesis, written notification of the invention must be given to the university/university college without undue delay pursuant to Section 5 of the Act of 17 April 1970 respecting the right to employees' inventions. In accordance with Section 4, cf. Section 6, first and second paragraphs of this same Act, the university/university college may demand that the right to the invention be transferred from the candidate to the institution. If the invention results from cooperation with the supervisor, the candidate and the supervisor must identify their respective parts of the patentable invention.

Nonetheless, the candidate has the right to publish the invention on the conditions stated in Section 6, paragraph three, of the Act respecting the right to employees' inventions.

The right to publish in accordance with the previous paragraph also applies to the supervisor if the invention is the result of a cooperative effort, and the candidate's or a third party's rights do not prevent this. Regarding crediting of institutions/enterprises when results are made publicly accessible or are published, see Part A, Section 9.

SECTION 7 CHANGE OF SUPERVISORS

The candidate and the supervisor may agree to ask the responsible authorised body to appoint a new supervisor for the candidate. The supervisor may not be released from this agreement until a new supervisor is appointed.

Should the candidate or supervisor find that the other party is not fulfilling his or her obligations according to Sections 4 and 5, the party claiming a breach of obligation is required to address the issue with the other party. The candidate and supervisor must work together in an attempt to remedy the situation. The faculty/department must assist with this process if necessary.

Should the candidate or supervisor find that the other party is not fulfilling his or her obligations according to Sections 4 and 5, and if, after discussions, the two parties are unable to arrive at a resolution to the situation, the candidate or the supervisor may ask to be released from the agreement. A request to be released from the supervision agreement must be addressed to the PhD School, but be sent via the unit. The party that raises the issue must send a copy of the request to the other party. The PhD School is responsible for taking the decision to release the candidate and the

supervisor from the agreement. In connection with a decision of this type, the decision-making body must ensure that the candidate enters into a supervision agreement with a new supervisor. Any external parties must be notified of circumstances as described in this section.

SECTION 8 DISPUTES

Disputes regarding the academic rights and obligations of the supervisor and the candidate in accordance with this agreement may be brought by either party to the relevant body at the institution for deliberation and settlement. With respect to this agreement, the relevant body is:

If the relevant body takes a decision on the matter, the decision may be appealed to the next higher governing body.

SECTION 9 CONCLUDING PROVISIONS

This agreement (Part B) is subject to current rules and regulations for doctoral education, including the institution's regulations for PhD programmes. The originals of this agreement are to be archived at the faculty; cf. the provisions on archiving in Part A, Section 4.

_____, the ____ of _____, 20_____

Candidate: _____

Main supervisor: _____

School: _____

Co-supervisor:

Other co-supervisors: _____

AMENDMENTS AND SPECIFICATIONS TO THE AGREEMENT

The following amendments and specifications are included in the agreement:

_____, the ____ of _____, 20_____

Candidate: _____

Main supervisor: _____

Unit/department: _____

Co-supervisor: _____

Other co-supervisors: _____

AGREEMENT ON ADMISSION TO A PHD PROGRAMME

The agreement consists of Parts A, B and C.

PART C: AGREEMENT BETWEEN AN EXTERNAL INSTITUTION AND THE UNIVERSITY/UNIVERSITY COLLEGE ON COMPLETION OF THE PHD PROGRAMME

Candidates participating in the Industrial PhD scheme and the Public Sector PhD scheme must also sign a separate cooperation agreement; cf. the guidelines from the Research Council of Norway.

SECTION 1 PARTIES TO THE AGREEMENT

A separate agreement has been signed with each of the external parties; cf. below. The university/university college is a party to each of these agreements. This agreement is entered into by the following parties:

_____ (hereafter referred to as “the university college”)

_____ (hereafter referred to as “the candidate”) and

_____ (hereafter referred to as “the external party”)

The external party is familiar with Part A and Part B of this agreement.

SECTION 2 PURPOSE AND DURATON OF THE AGREEMENT

The purpose of this agreement is to ensure that the candidate is provided with satisfactory working conditions for completion of the PhD programme. The agreement sets out the rights and obligations of the parties during the agreement period.

The working title of the candidate’s project is: _____

The basis for the PhD programme and the doctoral thesis is described in Part A, Section 4: General Terms and Conditions.

This agreement has the same duration as the agreement between the candidate and the university/university college (cf. Part A, Section 3).

The agreement will terminate if the candidate’s participation in the PhD programme ends either through voluntary or involuntary termination prior to the agreed completion date. In such cases, all parties must strive to achieve an orderly discharge of all obligations to the other parties.

SECTION 3 COOPERATION BETWEEN THE PARTIES

The parties are obliged to cooperate closely on the completion of the PhD programme as specified in Section 2. The parties must keep each other informed as regards any and all factors relevant to the completion of the programme. All factors which may impact fulfilment of the agreement must be brought to the attention of the other party as early as possible.

The parties are obliged to cooperate actively to find a solution to any problems that may rise.

SECTION 4 RIGHTS AND OBLIGATIONS OF THE PARTIES WHEN THE CANDIDATE IS EMPLOYED AT THE UNIVERSITY/UNIVERSITY COLLEGE

The candidate is employed at: _____

At salary grade _____ which is currently set at NOK _____ (gross) per year/month

during the agreement period, i.e. for the period from and including _____ up to and

including _____

The external party will disburse this amount in monthly/quarterly/biannual payments to account no. _____

During the agreement period, the candidate will have his or her place of work at:

_____ (institution,
department, unit, faculty)

In addition to the salary stated above, operational costs will be provided for the following purpose:

The total costs are estimated to be NOK _____, which will be funded/made available by

_____ (university/university college, external party).

The university/university college and the external party may, if necessary, enter into an agreement on providing additional funding for equipment and operations. An additional agreement of this type must be archived together with this agreement. The candidate's employment is regulated by the Civil Service Act with appurtenant provisions, the Regulations concerning terms and condition of employment for the posts of postdoktor (post-doctoral research fellow), stipendiat (doctoral research fellow), vitenskapelig assistant (research assistant) and spesialistkandidat (resident) approved by the Ministry of Education and Research on 31 January 2006, and the supplementary provisions that apply at any given point in time. When a doctoral candidate is appointed to a research fellowship position, a separate agreement regulating the employment relationship must be signed.

In addition, the university/university college must grant the candidate admission to the PhD programme and appoint a supervisor for the candidate in accordance with the institution's own PhD regulations and Parts A and B of this agreement.

SECTION 5 RIGHT AND OBLIGATIONS OF THE PARTIES WHEN THE DOCTORAL CANDIDATE IS EMPLOYED BY AN EXTERNAL PARTY

The candidate is employed at: _____

At salary grade/salary placement _____, which is currently set at NOK _____ (gross)

per year/month during the agreement period, i.e. for the period from and including _____ up to and

including _____

During the agreement period, the candidate will have his or her place of work at:

_____ (institution)

_____ (department, unit, faculty)

In addition to the salary stated above, operational costs will be provided for the following purpose:

The total costs are estimated to be NOK _____, which will be

funded/made available by _____
(university/university college, external party).

The university/university college and the external party may, if necessary, enter into an agreement on providing additional funding for equipment and operations. An additional agreement of this type must be archived together with this agreement.

SECTION 6 INFRASTRUCTURE

The infrastructure needed to implement the PhD programme must be placed at the disposal of the doctoral candidate; cf. Part A, Section 9. It is the responsibility of the university/university college, in consultation with the external party, to decide what infrastructure is necessary for implementing the project. The institution or unit at which the candidate has his or her place of work is responsible for ensuring that obligations in this regard are fulfilled.

SECTION 7 COPYRIGHTS, PATENT RIGHTS AND INTELLECTUAL PROPERTY RIGHTS (IPR)

If the candidate is the sole author of the doctoral thesis, he or she alone holds the copyright to the thesis.

If the doctoral thesis consists of a collection of articles and a summary, the candidate alone holds the copyright to those parts of the thesis resulting from his or her independent, creative effort. In cases when an article or other manuscript is written by more than one author and it is not possible to identify the individual's contribution to the whole, the article will be regarded as a joint work. The authors of such articles will hold a joint copyright.

The external party may make copies at no charge of those parts of the doctoral thesis to which the candidate alone holds a copyright, as well as of other scholarly manuscripts resulting from the work involved in the thesis and to which the candidate alone holds a copyright, for use in its own activities. The same applies to presentations of the project to employees of the external party (and any students, if the external party is a teaching institution) in connection with the external party's ordinary activities. In the event of such use of the doctoral thesis, the candidate must be credited on each copy produced in accordance with legislation and best practice.

If the candidate makes a patentable invention in connection with the doctoral thesis, written notification of the invention must be given without undue delay to the party with which the candidate has signed an employment agreement, pursuant to Section 5 of the Act of 17 April 1970 respecting the right to employees' inventions. A copy of the notification must be provided to the other institutional party for informational purposes.

The university/university college has the right to use the invention at no charge in its research and teaching activities; cf. Part A, Section 10.

The parties may, either in advance or in another manner, agree to transfer the rights to commercial use of the invention to the external party. An agreement of this type must be archived together with this agreement.

No restrictions may be set on public access to or publication of a doctoral thesis, with the exception of a previously agreed postponement to allow the external party, if relevant, to settle questions regarding possible patents or commercial use. The external party may not set conditions which prevent all or parts of the doctoral thesis from being made publicly accessible or from being published.

In the event that the doctoral thesis is made publicly accessible or is published, the university/university college must be credited if the institution has made a necessary and substantial contribution to the publicly accessible or published manuscript. Both the candidate's employer and the degree-conferring institution will normally be regarded as having made such a necessary and substantial contribution. Other institutions or enterprises may also be considered to have made such a contribution. See UHR's Recommended Guidelines for Crediting Academic Publications to Institutions. Deviations from the duty to credit as stated in this paragraph must comply with the Recommended Guidelines for Crediting Academic Publications to Institutions.

SECTION 8 CONCLUDING PROVISIONS

The parties may make amendments or additions to this agreement in a written supplementary agreement. A resolution to any disputes regarding the interpretation of this agreement is to be sought through negotiations.

_____, the _____ of _____, 20_____

For the university/university college _____

The candidate _____

For the external party _____

AMENDMENTS AND SPECIFICATIONS TO THE AGREEMENT

The following amendments/specifications are included in the agreement:

_____, the _____ of _____, 20__

For the university/university college _____

The candidate _____

For the external party _____

Appendix 3 – Forms, routines and job descriptions.

Forms and information about preparation, admission and start-up

Application for admission to a PhD programme

1. Personal details			
Surname		First/middle names	
Nationality		Gender	
Date of birth or Norwegian id number			
Address			
Work address			
Email		Phone number(s)	
Current employer	<i>Name, address, email, and tel. no.</i>		

2. PhD programme you are applying to			
PhD programme			
Date your funding starts		Date your funding ends	

3. Previous studies relevant to your application			
Course of study/level	Institution	Year completed	ECTS

4. Relevant practical work experience following completion of your Master's degree or similar qualification		
Employer	Position	Dates

5. Publications (prior to admission)		
Year	Title	Type of publication (monograph, journal, etc.)

6. Working title of thesis		
	Thesis language	

7. Plan for the coursework (use a separate sheet if you need to include a more detailed description)					
Course code	Course title	Institution	Year/semester	Level*	ECTS
Total number ECTS:					

* The following level designations will be used: PhD for courses at the PhD level, MA for courses at Master's level

8. Funding			
Funding source	Type (grant, employed, etc.)	Granted/duration	% work duties

9. Indication of needs regarding scientific and material resources
<i>Enter any need for special resources (eg. Software, special equipment, etc.) not covered by the ordinary operating budget</i>

10. Plans for stays at other institutions

11. Plan for fulfilling residency requirement / place of work		
Name of applicant's employer (if the candidate is not employed by Kristiania):		
Employed by Kristiania:	Period (from-to or approx. duration)	<u>Or:</u> % of work year
Place of work (Institute/campus)		
Place of work (Institute/campus)		

12. Proposal for the appointment of main supervisor and co-supervisor(s)				
	Name	Position/academic degree	Department/institution	E-mail
Main supervisor				
Co-supervisor				
Co-supervisor				
Co-supervisor				

13. Research ethical issues
<i>Explain ethical issues. If you need permission from research ethics committees then these should be enclosed if possible.</i>

14. Statement from the main supervisor			
<i>Describe the candidate's potential, starting point for the work, the project plan and resource needs for the project, etc.</i>			
<i>Explain further how the research fits into the Kristiania's strategic and academic priorities. Enter the project's connection to the active research community.</i>			
Date		Signature	

15. The following attachments should be enclosed with the application (insert x):	
Numbered attachments:	Enclosed
1. Certificates for Master degree or equivalent, including transcript of grades	
2. Master's thesis	
3. Certificates for Bachelor degree or equivalent, including transcript of grades	
4. Diplomas from other relevant studies	
5. Publications	
6. Description of the research project. <i>Use template</i>	
7. Confirmation / assessment of any completed courses / subjects to be included in the coursework	
8. Documentation confirming relevant work experience	
9. Course description of any external courses (cf. Section 7 in this application)	
10. Documentation of funding	
11. Permission given by research ethics committees, if relevant	

I have read and understood Regulations relating to the degree of philosophiae doctor (PhD) at Kristiania University College: Yes

16. Signature applicant			
Date		Signature	

Kristiania University College

PhD Handbook

Description of the research project - research proposal

This description applies to both the preliminary short proposal related to applications for Research Fellow positions at Kristiania and to the extended proposal related to applications for admission to the PhD program. Since the requirements differ for the two types of proposal, topics related to positions are marked 'P' and topics related to admission are marked 'A'. The length and depth of the two types of proposal differ also.

Check applicable box: Preliminary proposal for **Position** Final proposal for **Admission**

PhD candidate:	
Title of thesis:	
Main supervisor:	
Date:	

1. Background (P&A)

Provide a general description of your field of research and its application.

- You may draw on a particular research tradition or discourse or describe the literature in a particular applied area. Who have been the major players and what is the state of art research within your area/areas? Sometimes there may be two or more areas of the research literature which are relevant to your research. If so, you need to introduce the relevant concepts and issues from each one
- Write about these concepts and research findings in such a way that you demonstrate that there is a substantial existing literature which you will be drawing on, and that you have a working knowledge and understanding of that literature
- Introduce and define the most important concepts, distinctions, principles and theories which will form the basis of the conceptual framework within which your research question makes sense
- If the PhD-project is a part of larger research project, the background and research methods must be in accordance with the research project

On the basis of the above, and perhaps also input from the practical field, formulate the research problem your project will address.

2. Objectives of the research project (P&A)

Describe the objectives of your research project and/or formulate your research question(s), with reference to current knowledge within the field and the research problem. Describe the relevance of

your project and demonstrate how it will address the nature of your PhD programme and how it might contribute to the development of your chosen field.

3. Methods (P&A)

Discuss and describe your theoretical and/or experimental methods and explain, with reference to method literature, how you suggest the selected methods to provide a means of answering your research questions or objectives in your project.

Describe:

- your research design
- how you will develop/design the instruments for data collection, if relevant, with reference to examples and/or descriptions in the literature
- how you plan to collect, process and analyse the data
- the ethical aspects of your study, including GDPR issues

4. References (P&A)

5. Publication plan (A)

State whether you are writing a monograph or a collection of articles and present a preliminary plan for publication and dissemination for your project.

6. Progress plan (A)

Indicate with an x in the table when the activities are to be executed.

Activities (courses, articles A, B, C..., lab-work, experiments, midterm evaluation, stays at other institutions, thesis submission, etc.)	Year:		Year:		Year:		Year:		Year:	
	I	II	I	II	I	II	I	II	I	II

Application form for external candidates to attend PhD courses

Personal data		
Surname:	First name:	Date of birth:
Address:		<input type="checkbox"/> Female <input type="checkbox"/> Male
Postal code, city and country:		Citizenship:
Phone:	E-mail:	
Are you admitted to a PhD programme? Yes No		
If not, specify your educational background:		
Title of thesis:		
Institution and main supervisor:		

I would like to attend the following courses:

Faculty/PhD program	Course Code:	Course Title:	Scheduled examination semester and year

Date	Signature

Routine for admission to PhD program		
Routine No .:	Process owner:	
Version No .: 1.0	Valid from: DD.MM.YYYY	Approved by: Pro-Rector for R&D
Audit history		

1. Purpose

This routine will ensure the quality of admission of PhD candidates to the PhD programs at Kristiania. Conditions for admission to PhD education are described in Chapter 6 of the PhD regulations at Kristiania.

2. Scope

All PhD programs at Kristiania are covered by this routine, which deals with admission requirements, requirements for application and infrastructure, decisions and agreements on admission.

3. Authority

The PhD candidate, supervisor, programme committee and PhD coordinator have special responsibilities as described in this routine. Responsibilities in connection with the admission of PhD candidates are divided between different bodies:

The dean of the PhD School makes a decision on admission on the recommendation of the programme committee.

The programme committee processes an application for admission from a PhD candidate and submits a recommendation, based on an overall assessment of the application, to the dean of the host faculty.

Supervisors normally assist the candidate in formulating the application in terms of project description, progress and publication plan, training plan and infrastructure.

The PhD candidate has the main responsibility for the application being completed and submitted to the PhD coordinator within the given deadline, including all attachments. The candidate is also responsible for the final project description being submitted.

The PhD coordinator checks that the application is complete and satisfies the requirements for attachments. The coordinator is responsible for assessing formal competence and processing the application submitted to the programme committee.

4. Description

This routine deals with the admission of PhD candidates to the doctoral programs at Kristiania. Applicants must satisfy the requirements given in the PhD regulations and any other requirements given in supplementary provisions for the PhD programme the applicant wants.

To ensure that applicants satisfy the qualification requirements, the programme committee must be involved in the process of appointment to the PhD position.

Admission to PhD education is formalized by entering into a written agreement between the PhD candidate, supervisor (s) and institution.

Job descriptions associated with the routine

KS- Job description for processing an application for admission to a PhD program

Other current job descriptions associated with the routine

KS- Job description for introduction and training of PhD candidate

Form associated with the routine

Description of the research project

Application for admission to a PhD program

Agreement for admission to PhD education – Kristiania University College

User guide associated with the routine

FS user guide for registration of PhD candidate

(available at

<https://www.fellesstudentsystem.no/dokumentasjon/rutiner/doktorgradsregistrering/index.html>)

5. Deadlines

Continuous admission

Job description for processing an application for admission to a PhD program		
Job description no QA:	Related to routine: Routine for admission to PhD programs	
Version No: 1.0	Valid from: DD.YY:MMM	Approved by: Pro-rector of R&D
Audit history:		

Purpose: the purpose of this job description is to describe the practical and administrative tasks that follows the admission to a PhD-programme (Section 6 in Forskrift om ph.d. ved Høgskolen Kristiania).

	Activity (What)	Description (How)	Who	When
1	Søknadsweb for applicants	Review the content in Søknadsweb before each admission period. The link is sent to the applicant upon request and/or linked to on the website under information about admission. When the Research Fellow has been accepted for the position, he/she is obligated to apply for PhD admission with 3 months after start-up.	PhD-coordinator and FS-team	Applications to the PhD-programmes is accepted continuously throughout the academic year and is not restricted to the beginning of term. However, the web-portal is reviewed each beginning of term: Before September 1 and February 1.
2	Applying for admission to the PhD programme	The application for admission to a PhD program is submitted through Søknadsweb and must contain the following in order to be processed: Form for admission, academic result, description of the research project, progress plan, proof of funding, publication plan, documentation of special needs, plans for periods spent at other institution, plan for academic dissemination, information about any intellectual property restrictions, a plan for the training component, proposed main and co-supervisor and their affiliation, an account for any legal and/or ethical issues in connection with the research	PhD-coordinator, candidate and supervisor	Within 3 months after employment, but preferable as soon as possible
3	The application is quality assured by checking formal requirements and prerequisites	The PhD-coordinator will look though all documentation that is uploaded/provided and	PhD-coordinator	As soon as possible after receiving the application

		identify any missing documentation (if the application lacks information - this is requested) and make all the necessary registrations in FS, søknad samlebilde. The applications are processed in accordance with the requirements for admission		
4	The application is sent for further processing to the Programme committee	The application is sent together with the case presentation to the Program Committee for processing by the PhD-coordinator. The case will be made available in a protected area on OneDrive with limited access (only to committee members).	The PhD-coordinator	Consecutively
5	Processing of application	The Program Committee processes the application for admission and nominates to the dean. The question of necessary infrastructure is also addressed in the admission decision	The Head of Program Committee	Consecutively
6	Decision (vedtak)	The Doctoral Committee makes the decisions based on the recommendation of the Program Committee. The decision shall include at least two supervisors, the location of responsibility and the agreement period shall be determined with start date and end date. The recommendation is signed by the Dean (e.g. adobe sign). The status of the application is updated in FS.	Dean and PhD-coordinator	As soon as possible after the recommendation is available
7	Filing	Decisions on admission, or rejection of applications for admission, are filed.	PhD-coordinator	Consecutively
8	Archiving the case	The application and case presentation are archived in Therefore.	PhD-coordinator	When final decision on admission is made
9	Signing of PhD- agreement	Admission is formalized by signing of the written agreement between the PhD candidate, supervisor (s) and institution.	PhD-coordinator	No later than 3 weeks after decision

		<p>NB: there are other guidelines / agreements for PhD candidates with funding or appointment by an external party and candidates affiliated with foreign institutions.</p> <p>Agreement is archived in Therefore</p>		
10	FS-registration	<p>Register new PhD candidates in FS, student samleilde, and inform candidates about registration for courses.</p> <p>NB. The registration of new PhD candidate can be completed before all signatures are collected in the written agreement if expedient.</p>	FS-team and PhD-coordinator	Consecutively

Forms and information relevant during the course of the programme

Application – revised course plan

PhD candidate	
----------------------	--

Course and title	Institution	Term/year	ECTS
Total ECTS			

This form must be submitted before you make changes to your course plan.
Curriculum (course description and syllabus) for external courses must be attached.

Application for extension of the PhD contract (after the funding has expired)

PhD candidate	
PhD program	

In regard to an existing contract
Have there been any changes in the project?* Yes: No:
Date of midterm evaluation
*If yes, please state which changes

Specify the subjects you have completed				
Course code	Course title	Institution	Term/year	ECTS

Specify your publications that have been accepted	
Year	Title

<u>Specify</u> the schedule of progress which you and your supervisor are planning	
Month	Task

Completion

When are you planning to submit the thesis: (date)

New agreement period: from to (date)

It is possible to apply for an extension of the agreement for a longer period of time than the period you have financing. You hereby apply for the right to supervision and access to the University's infrastructure.

Do you have financing for the whole or a part of the extension period:

Yes: _____ No: _____

Are you working full time or part-time with your PhD thesis:

Full time: _____ Part-time: _____ %

Date and signature

PhD candidate

Main supervisor

Application for leave of absence from PhD studies

PhD candidate	
PhD program	

Reason for absence:	Period of absence (date):	% absence from studie:

Contact address during my leave:	
Address:	
Email:	
Phone:	

Date:	Signature:

Statement from main supervisor:	
" Recommended " Not recommended Grounds for non-recommendation:	
Date:	Signature:

Statement PhD programme committee:	
" Recommended " Not recommended	
Date:	Signature:

Confidential

Progress Report for PhD Candidates

PhD candidate:	
Main supervisor:	
Start date and end date (for financing):	

I = first semester, II = second semester

Activities (courses, data collection, interviews, lab-work, experiments, conferences, stays at other institutions etc.)	Year:		Year:		Year:		Year:	
	I	II	I	II	I	II	I	II

Publication plan (enter working titles)		Year:		Year:		Year:		Year:	
		I	II	I	II	I	II	I	II
	Planned								
	Submitted								
	Completed								
	Planned								
	Submitted								
	Completed								
	Planned								
	Submitted								
	Completed								
	Planned								
	Submitted								
	Completed								

Milestones		Year:		Year:		Year:		Year:	
		I	II	I	II	I	II	I	II
Midterm assessment	Planned								
	Completed								
Thesis submission	Planned								

Does progress comply with the final project description?*			Yes		No	
If no, please specify the reason:						
Particular challenges affecting your progress:						
If delay, new planned thesis submission date:						

How is your co-operation with your main supervisor and how often do you meet?	
Does interaction with your supervisors meet expectations: If there are issues you want to discuss, please contact the leader of PhD program	

.....
Date and signature(s)

*Please note that the final project description was submitted when applying for admission or 3 months after admission.

The report will be treated confidentially and only sent to the leaders of the PhD programme and the Department.

Progress Report for the main supervisor

PhD candidate:	
Main supervisor:	
Start date and end date (for financing)::	
Progress report for the period:	

Does progress comply with the final project description?*		Yes		No	
If no, please specify the reason:					
Particular challenges affecting the progress:					
If delay, new planned thesis submission date:					

How is your co-operation with the candidate and how often do you meet?	
Does interaction with your candidate meet expectations? If there are issues you want to discuss, please contact the leader of PhD program	

.....

Date and signature

*Please note that the final project description was submitted when applying for admission or 3 months after admission.

The report will be treated confidentially and only sent to the leaders of the PhD programme and the Department.

Midterm evaluation

The evaluation group shall assess the academic status and progress of the PhD work and shall provide feedback to the PhD candidate, the supervisor and the programme committee.

The continuous evaluation is primarily intended to assist the PhD candidate in identifying circumstances involving a risk that the project will stop or be delayed, along with providing input which can improve the quality of the work.

PhD candidate	
Main supervisor	
Co-supervisor(s)	

Evaluation committee	
1)	
2)	

Evaluation of the academic status and progress of the PhD work

Evaluation of presented work, and PhD thesis topic:
<p>A) How does the scientific quality and level of the thesis work presented compare to a PhD thesis at your university (or compared to the institution where you received your PhD degree)?</p> <p>Comments:</p> <p>B) How does the extent of work presented compare to what can be expected from a PhD thesis at your university?</p> <p>Comments: Other comments/suggestions to the candidate:</p> <p>C) Is it likely that the project will be completed within the stipulated time frame of the doctoral period?</p> <p>Comments:</p>

Routine for follow up of PhD candidate		
Routine No .:	Process owner:	
Version No .: 1.0	Valid from: DD.MM.YYYY	Approved by: Pro-Rector for R&D
Audit history		

1. Purpose

This routine shall ensure that the PhD candidate completes the PhD programme in a satisfactory manner. Completion of the PhD course is described in Section III (§ 8-11) of the PhD Regulations at Kristiania.

2. Scope

All PhD programs at Kristiania are covered by this routine, which deals with the implementation phase of the PhD programme. The PhD candidate, supervisor, PhD programme committee and PhD coordinator have special responsibilities as described in this routine.

3. Authority

Responsibility for following up the PhD candidate is divided between different bodies:

The programme committee approves changes in the training component, follows up on deviations in progression. The committee also appoints an evaluator group for mid-term evaluation.

The doctoral committee approves changes of supervisors.

Supervisors follow up the candidate academically and in the progress in the work on the thesis.

The PhD candidate has the main responsibility for ensuring that the training component is completed and that standardised progression in the doctoral work is maintained.

The PhD coordinator follows up the candidate in relation to study administrative matters (registration of courses, adaptations, exchanges, etc.), supervision agreements, mid-term evaluation, annual reporting, leave, etc.

4. Description

This routine deals with the follow-up of a PhD candidate in the implementation phase of a PhD course. The PhD candidate and supervisor must submit an annual progress report. The PhD candidate carries out obligatory seminars and mid-term evaluation. The annual reporting and mid-term evaluation shall ensure that the candidate completes the race in a satisfactory manner, receives feedback on progression and necessary follow-up.

5. Job descriptions associated with the routine

Job description for annual progress report

Job description for mid-term evaluation

Job description for extension of study time

Other forms associated with the routine

Application for changes to approved plan for training component

Application form for external candidates to attend courses

6. Deadlines

Progress report - annual - deadline 1 September

Job description for annual progress report		
Job description no QA:	Related to routine: Routine for follow-up of PhD candidates	
Version No: 1.0	Valid from: DD.YY:MMM	Approved by: Pro-rector of R&D
Audit history:		

Purpose: The purpose of the job description is to follow up §10-1 in the PhD regulations. Reporting. Each year, the PhD candidate and the main supervisor must report on the PhD candidate's work and progression. The main purpose of the reporting is to determine whether the candidate is on schedule or not.

	Activity (What)	Description (How)	Who	When
1	Send reminder to supervisor and Ph.D. -candidate	The PhD coordinator sends a reminder with routine descriptions, form (s) and deadline to the supervisor and PhD candidate.	PhD coordinator	August
2	Write and submit a report (form) to PhD Coordinator	The PhD candidate and supervisor have an equal responsibility to create and submit an annual progress report to the PhD coordinator.	PhD-candidate and main supervisor	1. September
3	Inform co-supervisors	The main supervisor informs the co-supervisors about the progress	Main supervisor	1. September
4	File the progress report	The report is filed and sent to head of institute and Head of PhD programme	PhD-coordinator	1. September
5	Statement of progress reports to the programme committee	The chair of the programme committee reports on the progression (reports) and the necessary measures that have been implemented for the committee. Discussion and suggestions for possible measures, if necessary.	The Head of PhD programme	September

Job description for mid - term evaluation report		
Job description no QA:	Related to routine: Routine for follow-up of PhD candidates	
Version No: 1.0	Valid from: DD.YY:MMM	Approved by: Pro-rector of R&D
Audit history:		

Purpose: The purpose of the job description is to follow up Regulations, §10-2. Mid-term evaluation. Here, the candidate must present their work and be evaluated by a group of at least two people. The evaluation group shall assess academic status and progress, and provide feedback to both the candidate, main supervisor and programme committee.

	Activity (What)	Description (How)	Who	When
1	Send request to opponents	In the semester before the mid-term evaluation takes place, the main supervisor must contact and send inquiries to relevant opponents who may be relevant in the evaluation group.	Main supervisor	One semester before the evaluation
2	Approval of the evaluation group	When the proposal for the evaluation group is ready, this is submitted for approval to the programme committee.	PhD programme committee	
3	Set date for mid-term evaluation	The main supervisor informs PhD-coordinator about the date	Main supervisor	
4	Organisation of the practical aspects	The date for the mid-term evaluation is announced for the candidate, and in a calendar on Kristiania.no. Ph.d. coordinator informs Ph.D. candidate on how the mid-term evaluation is organised. Rooms, hotels, etc. are booked.	PhD-coordinator	
5	Submit report for mid-term evaluation	The candidate writes and submits a report for his research work so far. This is submitted to the PhD coordinator of the programme no later than one month prior to the evaluation. PhD coordinator who normally forwards this to the chair of the programme committee, opponent and supervisors.	PhD-candidate PhD-coordinator	One month ahead of evaluation
6	Invite and promote	The mid term evaluation is normally an open event and is announced on Kristiania.no	PhD-coordinator	One month ahead of evaluation

7	Implementation	<p>The head of the programme committee, possibly a deputy, leads the evaluation.</p> <p>Tentative format for the day:</p> <ol style="list-style-type: none"> 1) Brief introduction by the main supervisor and / or professional supervisor 2) Presentation from candidate 3) Presentation from the opponent 4) Pause 5) Questions and answers between evaluation group and candidate 6) Questions from the floor 7) Candidate and audience leave the room and the group evaluates 8) The evaluation group fills in a simple form about how it went. 9) Time is set aside for the final evaluation interview between the candidate, supervisors and opponent 	Head of the programme PhD coordinator	
8	Consider further follow-up	The Programme Committee processes the report from the evaluation group and assesses	The Programme Committee	
9	Deliver and archive the evaluation report to the dean with a copy to the head of department and academic responsible.	Report is filed	PhD-coordinator	

Job description for extension of contract period		
Job description no QA:	Related to routine: Routine for follow-up of PhD candidates	
Version No: 1.0	Valid from: DD.YY:MMM	Appoved by: Pro-rector of R&D
Audit history:		

Purpose: The purpose of the job description is to follow up the Regulations, §7-2 Contract period.

(1) The PhD programme is standardised for three years of full-time studies. Maximum study time is normally six years from the start date to the submission of the PhD thesis. Statutory leave, longer sick leave, compulsory work and approved extension are not included in the six years.

(2) Upon granted extension, the programme committee may set additional conditions.

(3) After the end of the admission period, the parties' rights and obligations in accordance with the PhD agreement cease, so that the PhD candidate may lose his right to supervision, course participation and access to the institution's infrastructure. The PhD candidate can still apply to submit the thesis for assessment for the PhD degree.

	Activity (What)	Description (How)	Who	When
1	Submit application for extension of study time	The PhD candidate fills in the application form for extension of study time and submits it to the PhD-coordinator	PhD-candidate	Approx 6 months before end of contract
2	Head of institute and Head of PhD programme is informed	The PhD coordinator registers the application and request feedback form the head of institute	PhD coordinator	
3	Process application for extension	The programme committee processes the application for an extension (does not apply to statutory leave, longer sick leave and compulsory work). Ph.d. coordinator registers in FS so that the study time is extended	Main supervisor	
4	Decide on an extension of the agreement period	Processing, information about new agreement evaluation	PhD programme committee	
5	Registration of a new granted agreement.	FS	PhD-coordinator	

Application for assessment of the PhD thesis

PhD candidate	
Title of thesis	
Main supervisor	

I hereby declare that		
The thesis is submitted for the first or second time	1 st time	2 nd time
The thesis has not been submitted at another institution		
The thesis will be checked for plagiarism		
I have informed my supervisors that I am submitting my thesis		
The thesis may be published on Kristiania's electronic archive*		

* If not, please explain:

Date	Signature PhD candidate

The following documentation must be enclosed:

- Electronic copy of the thesis
- Documentation of approved training component
- Documentation of necessary permissions (if relevant)
- Co-author declarations (if relevant)

Co-author declaration

Describing the independent research contribution of the candidate and each co-author

With reference to the Regulations for the degree of Philosophiae Doctor (PhD) at Kristiania University College § 11-3: "Med doktorgradsarbeid hvor det inngår bidrag fra flere, skal det følge en underskrevet erklæring som beskriver kandidatens innsats i hvert enkelt arbeid. Både kandidat og bidragsyter skal skrive under."

The co-author declaration must be filled in electronically and signed by the candidate and co-author. Only the five most important co-authors of an article have to sign the declaration. Each co-author must complete one co-author declaration. The candidate must sign each co-author declaration and must make sure that the declaration and signatures are on the same page.

NB! The candidate must enclose the co-author declaration(s) with his/her application for thesis evaluation.

Article no. : _____

Title of article: _____

Name of candidate: _____

First author: ___ Shared first authorship: ___ Second author: ___ Senior author: ___ Other: ___

The independent contribution of the candidate: _____

To the best of your knowledge, has this article been part of a previously evaluated doctoral thesis?

Yes: ___ / No: ___

If yes, please elaborate: _____

Do you know if one of your co-authors is going to use this article in his/her doctoral thesis? Yes: ___ /

No: ___

If yes, please name the co-author: _____

Co-author: _____

First author: ___ Shared first authorship: ___ Second author: ___ Senior author: ___ Other: ___

The independent contribution of the co-author: _____

Must be signed by the candidate and co-author

Handwritten signature of candidate

Handwritten signature of co-author

Confirmation of course work

PhD candidate	
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Course and title	Institution	Term/year	ECTS
Total ECTS			

Attach exam results from external courses, if these have not been submitted previously.

Date	Signature

Proposal for evaluation committee and chair of defence regarding PhD examination at Kristiania University College

The School/ institute proposes the composition of the evaluation committee. The main supervisor submits the proposal on behalf of the academic community.

At least three members should sit on the committee, and the composition of the committee is described in section 14 of the PhD regulation. The committee shall normally be composed so that:

- both genders are represented
- at least one of the members has no association with Kristiania
- at least one of the members does not have their main association (hovedstilling) with a Norwegian institution
- all members have a doctoral degree or equivalent academic qualifications in the field
- most of the members are external
- is possible, one of the members are from a relevant external institution.

Information about the committee composition is found under Section 114 of the Regulations. Specific reasons must be supplied if these criteria are not complied with.

The candidate's co-author(s) and/or previous and current supervisor(s) cannot sit on the committee. Committee members should normally not have had any joint works with the candidate's supervisors during the past 5 years.

The proposed committee members must be informed of the proposal and be prepared to sit on the committee. In addition, they must meet the Public Administration Act's requirements of impartiality. A signed declaration of impartiality form from each proposed committee member must be enclosed with this proposal for evaluation committee.

Setting a final date for trial lecture and public defence cannot be done before the committee's recommendation has been approved by the dean.

Any suggested dates for trial lecture and public defence are not binding for the institution. Date for trial lecture and public defence is set by the PhD School.

The supervisor must suggest two people who are prepared to act as chair of the defence. The chair of the defence should be employed by Kristiania as professor, associate professor or professor emeritus, but cannot belong to the same department as the candidate or supervisor. The supervisor has a duty to inform the chair of the defence of the date for the public defence once it has been approved by the dean.

The faculty will use the contact information below to send off the thesis and information. It will also be used by the committee members themselves. **Please make sure that the information is correct. Incomplete application will be returned.**

Information about the candidate	
Name (full name)	
Degree (e.g. MSc)	
Workplace (School, department)	
Place where thesis work is carried out (School, Institute)	
Main - and co-supervisor(s) (i.e. appointed supervisors): Names and e-mail addresses of supervisors	
Name of thesis	
2nd time submission	Please tick this box if relevant:

If the criteria for the committee proposal are waived this must be substantiated.	
If relevant; explain why both genders are not represented in the proposal. - Any other criteria.	

Signature of main supervisor	
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EVALUATION COMMITTEE

Committee member no. 1	
Name	
Position (e.g. professor, senior consultant)	
Degree (e.g. PhD)	

Workplace	
Postal address (Institute, department)	
Telephone number	
E-mailaddress(es)	
Reasons for choice of member	

Committee member no. 2	
Name	
Position (e.g. professor, senior consultant)	
Degree (e.g. PhD)	
Workplace	
Postal address (Institute, department)	
Telephone number	
E-mailaddress(es)	
Reasons for choice of member	

Administrator/committee chair (employee at Kristiania)	
Name	
Position (e.g. professor, senior consultant)	
Degree (e.g. PhD)	
Workplace at Kristiania	
Postal address (School, Institute)	

Telephone number	
E-mailaddress(es)	
Reasons for choice of member	

CHAIR OF THE DEFENCE

Chair of the defence no. 1	
Name	
Position (e.g. professor, senior consultant)	
Workplace	
Postal address School, Institute)	
Telephone number	
E-mailaddress(es)	

Declaration of impartiality in connection with PhD defence

PhD candidate	
Main supervisor	
Co-supervisor(s)	
Committee member	

I hereby confirm that I am willing to accept the task of being a member of the assessment committee.

I confirm the following:

- I do not have any family relations with the doctoral candidate
 - I have not had any supervisor function for the doctoral candidate
 - I have no joint publications with the doctoral candidate
 - I have not contributed in any way to the thesis
 - I have no joint publications with the doctoral candidate's supervisors in the last five years.
- Neither do I have any publications under present preparation.

If any of the above is not applicable, please, explain why, beneath (publication year, form/duration of cooperation etc.):

--

Date	Signature

Recommendation from the assessment committee - thesis

PhD candidate	
Thesis title	

Members of the Assessment Committee	
Chair	
First opponent	
Second opponent	

PhD thesis			
English title			
Norwegian title			
<input type="checkbox"/>	Worthy of defence	<input type="checkbox"/>	The decision is unanimous
<input type="checkbox"/>	Worthy of defence. The thesis or the scientific work has minor shortcomings that should be corrected before the defence. The candidate should normally be able to do this within three months	<input type="checkbox"/>	The decision is unanimous
<input type="checkbox"/>	Not worthy of defence	<input type="checkbox"/>	The decision is unanimous

The committee's assessment of the thesis:	
<p>The evaluation should include:</p> <ul style="list-style-type: none"> • Summarizing the articles (or main chapters) of the thesis • The scientific standard of the thesis (strength and weaknesses) and the quality of the thesis • (outline, depiction, general impression, level within an international setting) • The candidate's perspective on the research area and his/her ability to view own research in a greater context • If possible, discussing each article/chapter • Other comments (any dissents in the committee should be mentioned here) 	

Signatures	Date
Chair	
First opponent	
Second opponent	

Recommendation from the assessment committee – trial lecture and defence

PhD candidate	
Title of thesis	

Members of the Assessment Committee	
Chair	
First opponent	
Second opponent	

Trial lecture			
Title			
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
The committee's assessment of the trial lecture			

Public defence			
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
The committee's assessment of the public defence			

Signatures	Date
Chair	
First opponent	
Second opponent	

Popular article – PhD thesis and public defence
Philosophiae doctor

PhD candidate	
PhD programme	
School	
Institute	
Area of expertise	
Supervisors	
Date of public defence	
Title of thesis	

A short popular presentation of your doctoral work goes here. The popular article and information about the candidate should not be longer than 750 words (4500 characters, including spaces)

The popular article should be written with practitioners in mind (Managers, employees, politicians, decision makers and the media). The article will be published in Kunnskap Kristiania (Kristiania Knowledge Magazine) and other media outlets. The aim for the article is to have an impact on real life (contribute til better desicions, smarter ways of doing things, policymaking an new products and services).

Start with conclusions and results!

A popular article should answer the following four questions: 1) What are the main findings/conclusions), 2) How did you find it/what are the conclusions based on (including a description of empirical data), 3) Why is this important? For whom? 4) What are the practical and/or managerial implications of your research?

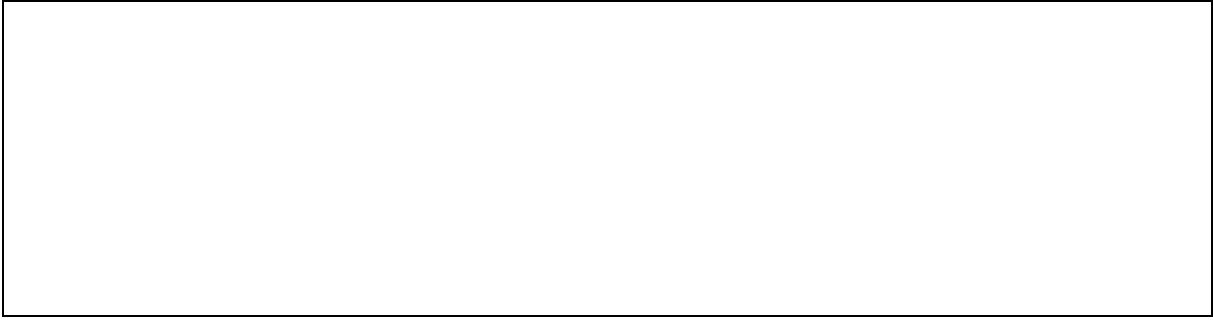
Writing tips.

Here are 7 tips on writing for a wider public: 1) Start with your main point. 2) Make sure your main ideas are clear and easy to grasp. Use simple and easy to understand language. 3) Think of a catchy headline raising the readers interest. 4) Use examples to help the reader relate to your message. 5) Why now? Relevance and newsworthiness. 6) Show your passion. 7) Ask for feedback. Find a second reader representing your ideal reader.

Write short!

The popular article should not be longer than 750 words (4500 characters, including spaces)

Summary



Routine for submission and assessment of thesis		
Routine No .:	Process owner:	
Version No.: 1. 0	Valid from: DD.MM.YYYY	Approved by: Pro-Rector for R&D
Audit history		

1. Purpose

This routine shall ensure that the submission and assessment of the PhD thesis at Kristiania's PhD programs maintains a high standard and is carried out satisfactorily, in line with the regulations and current guidelines at Kristiania. Completion and submission of the thesis are covered in section 13 of the regulations.

2. Scope

All PhD programs at Kristiania are covered by this routine.

3. Authority

The main responsibility for the work associated with the submission and assessment of the thesis in the PhD programs at Kristiania:

The PhD candidates are responsible for sending an application for assessment of the thesis to the School and with attachments in accordance with the regulation.

The supervisor must normally have given a clear signal to the candidate before submission and must be involved in the design of proposals for the assessment committee.

The programme committee is responsible for considering the proposal and appointing an assessment committee. On the basis of the assessment committee's recommendation, the programme committee shall make a decision on whether the thesis is to be approved for public defence.

The PhD coordinator is responsible for following up the process, from submission, assessment and publication, and for sending copies of the thesis to the assessment committee.

4. Description

It is expected that the PhD candidates submit a PhD thesis of high ethical and research quality in line with current regulations and good international standards. The doctoral degree is awarded on the basis of an approved courses, scientific thesis and doctoral disputation. Before the thesis can be submitted for assessment, the courses must be approved. Procedures for submitting and assessing a thesis are described in more detail in the job descriptions included in this routine. This is also described in the PhD regulations and PhD handbook.

5. Job descriptions associated with the routine

Job description for submission of PhD thesis

Job description for appointment of assessment committee

Job description for assessment of PhD thesis

6. Deadlines

The PhD candidates must inform the supervisor and PhD coordinator before submitting the thesis.

Within 3 months after the committee has received the thesis, the committee shall issue a reasoned recommendation as to whether the work is worthy of being defended for the doctoral degree or not. It should normally not take more than 5 months from submission to the disputation.

The PhD candidate will receive the recommendation from the PhD School and be given a deadline of 10 working days to submit written comments on the recommendation.

Job description for submission of PhD thesis		
Job description no QA:	Related to routine: Routine for submission and assessment of PhD thesis	
Version No: 1.0	Valid from: DD.YY:MMM	Approved by: Pro-rector of R&D
Audit history:		

Purpose: This is a job description that deals with the activities in the final phase of the PhD studies where the PhD candidate prepares to submit the thesis.

The purpose of the job description is to ensure that the PhD candidates receive the necessary information in this phase, and that the PhD candidate submits a thesis and documentation in line with current regulations. It should normally not take more than 5 months from submission to the disputation.

	Activity (What)	Description (How)	Who	When
1	Send a reminder of routines for submitting a thesis	When the main supervisor has pointed out that the submission is imminent, the PhD coordinator sends out information about the relevant routines, job descriptions and forms related to the submission of the thesis (e-mail is sent to the candidate and supervisor) which contains a link to the website with this information and relevant documents).	Main supervisor PhD coordinator	Last semester of PhD studies
2	Approval of completed training part	Confirmations for completed courses from other educational institutions must be submitted to the PhD coordinator continuously (all courses externally must be approved by the programme committee and registered in FS). Grading from courses at Kristiania is registered continuously in FS. The PhD coordinator prints FS report FS 990.001, «Candidate report, training overview» which is attached to the approval case. The course part is approved by the programme committee.	PhD-candidate and PhD-coordinator	Last semester or as soon as all the courses are completed (30ECTS)
3	Inform that the thesis is finished to be handed in	The PhD candidate must inform the supervisor and PhD coordinator before submitting the thesis. Must obtain documentation that the training part has been	PhD-candidate	As soon as the thesis and courses are completed.

		completed and approved. Must ensure that all parties contribution of all parties involved are recognisable and safeguarded in accordance with current regulations and that the co-author's declaration (s) are signed. Must ensure that the thesis is proof-read and that text revision is performed, as well as ensure that the thesis maintains a high ethical and research quality in line with current regulations and good international standards.		
4	Submit thesis with attachments	Submit application for assessment of thesis to Kristiania. Documentation on completed course work, has to be submitted. The thesis and completed form for assessment of thesis has to be handed in electronically. The following attachments are relevant, co-author declarations and documentation that all other necessary permits are given.	PhD-candidate	When the thesis is ready for admission
5	Processing of the application	Rejection or approval of the application	PhD programme committee	As soon as possible after the application has been recieved
	Any application for correction of formal errors in the thesis	After submission, the PhD candidate can apply for permission to correct formal errors in the thesis. The application must be accompanied by a complete overview of the errors (errata) that are to be corrected. An application for correction of formal errors must be submitted to the PhD coordinator no later than four weeks before the committee's deadline for submitting a recommendation. Such an application can only be submitted once.	PhD candidate	After submission. No later than 4 weeks before the committee will hand in their recommendation

Job description for appointment of assessment committee PhD thesis

Job description no QA:	Related to routine: Routine for appointment of committee	
Version No: 1.0	Valid from: DD.YY:MMM	Approved by: Pro-rector of R&D
Audit history:		

Purpose: This is a job description for use in appointing an assessment committee

The purpose of the job description is to ensure that the appointment of an assessment committee follows Kristiania's PhD regulations and guidelines, as well as to ensure the flow of information and ensure that the time from completion of the thesis to assessment and disputation is as short as possible. It should normally not take more than 5 months from submission to the disputation.

	Activity (What)	Description (How)	Who	When
1	Submission of proposals for the assessment committee	Proposals for the assessment committee are sent to the chair of the programme committee by PhD coordinator as soon as it has been cleared with the PhD candidate that the thesis will be submitted. The proposal must be anchored with the head of the programme committee, head of department and main supervisor.	Host School	As soon as the PhD programme committee had approved the application for submission of the thesis
2	Inform the candidate about the assessment committee	The PhD candidate must be notified of the proposal for the composition of the committee and has the opportunity to submit written comments on the composition, no later than one week after the proposal has been made known to the candidate.	PhD-coordinator	Normally as soon as the composition of the evaluation committee is proposed
3	Appointment of assessment committee	The proposal for the assessment committee are submitted to the programme committee. Requirements for composition must be met and declarations of competence must be attached to the case. Section 13 of the PhD regulations specifies the criteria for the composition of the assessment committee.	PhD programme committee	As soon as possible after the proposal has been received
4	Submit thesis with attachments to the assessment committee	The PhD coordinator send the complete thesis with attachments to the committee	PhD-coordinator	As soon as possible after the PhD programme committee has approved the thesis

Job description for assessment of PhD thesis		
Job description no QA:	Related to routine: Routine for submission and assessment of thesis	
Version No: 1.0	Valid from: DD.YY:MMM	Approved by: Pro-rector of R&D
Audit history:		

Purpose: This is a job description for use in assessing of a thesis. The purpose of the job description is to ensure that the assessment of the thesis follows Kristiania's regulations and guidelines, as well as ensure the flow of information and ensure that the time from completion of the thesis to assessment and disputation is as short as possible. It should normally not take more than 5 months from submission to the disputation.

	Activity (What)	Description (How)	Who	When
1	Initiate the work of assessment and obtain the necessary information	The committee shall familiarize itself with the PhD program	Assessment committee	As soon as possible after they have received the thesis
2	Collection of supplementary information	The assessment committee may, in accordance with the PhD regulations § 15-1 require the PhD candidate's basic material and supplementary additional information to be submitted. The assessment committee may ask the supervisor to report on the supervision and the work on the PhD thesis.	Assessment committee	As soon as possible after they have received the thesis
3	Informs about tentative disputation date	The assessment committee informs the PhD coordinator for the date of the tentative disputation so that administrative preparations can begin.	Assessment committee	As soon as possible after the proposal has been received
4	Make a recommendation	The assessment committee submits a recommendation on whether the PhD thesis should be approved for a disputation. Recommendation and any dissent must be substantiated.	Assessment committee	No later than 3 months after they have received the thesis.
5	Inform about if there is given permission to make changes to the thesis	The assessment committee's recommendation must be submitted no later than three months after the committee has received the thesis. If the committee allows changes to be made in the thesis, a new deadline runs from the date the PhD thesis is submitted again.	Assessment committee	No later than 3 months after they have received the thesis.

6	Submission of recommendation	The assessment committee's recommendation is sent to the programme committee by the PhD coordinator.	Assessment committee	No later than 3 months after they have received the thesis.
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Job description for preparation of disputation and trial lecture		
Job description no QA:	Related to routine: Routine for admission to PhD programs	
Version No: 1.0	Valid from: DD.YY:MMM	Appoved by: Pro-rector of R&D
Audit history:		

Purpose: the purpose of this job description is to describe the practical and administrative tasks in connection with the preparation of disputation and trial lecture (Section 19 in Forskrift om ph.d. ved Høyskolen Kristiania).

	Activity (What)	Description (How)	Who	When
1	Date is planned and booked	The administrator of the assessment committee informs the PhD coordinator about the tentative date for the trial lecture and disputation, as soon as the assessment committee has received the thesis.	Administrator of assessment committee	As soon as possible
2	Date reserved	The PhD coordinator checks that the date is suitable for the following; candidate, main supervisor and dean (and possibly others involved as leader of the programme committee, co-supervisors, head of department etc), and ask them to keep the date. If the date does not match, the assessment committee is asked to find an alternative date.	PhD-coordinator	As soon as possible
3	Booking of room	Auditorium for trial lecture and disputation as well as meeting rooms for committee	PhD-coordinator	As soon as possible
4	Reccommendation is delivered	The assessment committee submits a recommendation to the PhD coordinator, who sends it to the PhD candidate. The PhD candidate is given a deadline of ten working days to submit written comments on the recommendation. If the PhD candidate does not wish to submit comments, the PhD coordinator must be	PhD-coordinator and PhD candidate	As soon as possible after the decision is available

		notified of this in writing as soon as possible.		
5	The programme committee approves the recommendation from the assessment committee	The programme committee makes, on the basis of the assessment committee's recommendation (and the candidate's any remarks), a decision on the PhD thesis must be approved for a disputation.	Programme committee	As soon as possible
6	Disputation date announced / the thesis printed	The PhD coordinator announces the date via email to the candidate, supervisors, dean, head of the programme committee, head of department and assessment committee, as well as the communication section for announcing the date on kristiania.no.	PhD-coordinator	No later than 3 weeks after decision
7	<i>Popular article PhD thesis and defence</i>	PhD candidate drafts press release. The PhD coordinator sends this to the Department of communication.	PhD candidate/ PhD-coordinator	
8	Printing	The PhD coordinator asks the candidate to contact the library for printing the thesis.	PhD candidate	
9	Prepare the script	Prepare the script for the disputation that is sent to the person leading the session	PhD-coordinator	No later than 48 h before.
10	Prepare recommendation	Prepare a report that the assessment committee submits after the public defense	PhD-coordinator	
11	Facilitation of practical arrangements	Communicates with the assessment committee about travel, hotel stays etc. Order flowers, lunch, gift, as well as any reception to be held after disputation. Agree on technical assistance from IT. Order signs and notice. Possible test review with IT and candidate the day before. Prepare the room	PhD-coordinator	

Job description for arrangement of disputation and trial lecture		
Job description no QA:	Related to routine: Routine for admission to PhD programs	
Version No: 1.0	Valid from: DD.YY:MMM	Approved by: Pro-rector of R&D
Audit history:		

Purpose: the purpose of this job description is to describe the practical and administrative tasks in connection with the arrangement of disputation and trial lecture (Chapter 19 in Forskrift om ph.d. ved Høyskolen Kristiania).

	Activity (What)	Description (How)	Who	When
1	Prepare auditorum and meeting room	Prepare the room for the trial lecture and disputation and meeting room for the assessment committee. Reserve seats in the auditorium for the committee and dean. Place flowers. Set up posters outside rooms. 3 copies of the thesis should be made available for the committee in the meeting room. Preapere water and glasses.	PhD-coordinator	In the morning before the trial lecture.
2	Meet the candidate and IT	Receive candidate and IT in the room, for technical check.	PhD-coordinator	In the morning before the trial lecture
3	Assessment committee	Check that the administrator has received the assessment committee and shown them to the meeting room	PhD-coordinator	In the morning before the trial lecture
4	Lunch	Checks that lunch is delivered and everything is ready	PhD-coordinator	When trial lecture is over
5	Prepare the room for disputation	Present the printed thesis in the auditorium, clean the room and provide water for those who will speak.	PhD-coordinator	Before the disputation
6	Meeting before disputation	Receive candidate, assessment committee and disputation leader about 5-10 min before the start of the disputation and go through the procession	PhD-coordinator	Before the disputation
7	Assessment committee	Goes to the meeting room to discuss	Assessment committee	After the disputation
8	Clean the room	Takes flowers (and excess printed copies of thesis) to the room for the reception. Takes	PhD-coordinator	After the disputation

9	Announcement of recommendation on reception	The administrator announces the result (approved) of the assessment committee's recommendation in plenum.	Administrator	At the reception
10	Reception	Short speeches and presentation of gifts	PhD-coordinator	At the reception
11	Report of recommendation	Receives report for recommendation from the assessment committee, scans and archives it. Sends copy to candidate and supervisors.	PhD-coordinator	After disputation
12	Report of recommendation is presented to programme committee	A report for recommendation from the assessment committee is submitted for approval to the programme committee	PhD-coordinator	After reception

Forms and templates for hiring of PhD candidates (stipendiater).

Expert assessment committee report year/##

1) Introduction

The dean of School of, Kristiania University College has appointed:

- Title, name, Kristiania University College (head of committee)
- Title, name, affiliation

as committee to evaluate applicants for the temporary position at the School of as:

Doctoral Research Fellow in (HK ref: year/##)

By the application deadline, applications from the following xx applicants were received:

ID: 1 – Name (age)

ID: 2 – Name (age)

The report concludes with a ranked list of qualified applicants for the position.

2) Basis for the assessment

The School of has a vacancy for a position as Doctoral Research Fellow in with commencement from

Qualifications

Applicants to the PhD position must have a 120 credit Master's degree or equivalent higher education qualifications in sciences with grade B or better. The master thesis must be 30 credits or more and with grade B or better.

(More from the announcement)

The application must include the following documents:

(Adjust this list in line with the text in the announcement)

- Cover letter stating your motivation in the project and relevant competencies
- CV, summarizing education, experience and other qualifying activities
- A copy of your Master's thesis
- Certified copies of educational certificates (Master's and Bachelor's)
- A complete list of publications (if any)
- Three references (contact information)
- Please note that all documents must be translated into English or a Scandinavian language by an authorized translator

3) Assessment and discussion of the individual applicant's qualifications

(Introduction if necessary)

Assessment of applicants not qualified for the position:

ID: # - Name (age)

The applicant has a MSc of

Overall assessment and conclusion: The committee concludes that (name) is not qualified for the position because

Assessment of applicants qualified for the position:

ID: # - Name (age)

This applicant ...

a) Assessment of education and academic degrees

Description of the applicant's education and academic degrees:

Assessment of the applicant's education and academic degrees:

b) Assessment of academic qualifications

Description of the applicant's academic qualifications:

Assessment of the applicant's academic qualifications:

c) Assessment of teaching qualifications

Description of the applicant's teaching qualifications

Assessment of the applicant's teaching qualifications:

d) Assessment of other academic qualifications

Description of the applicant's other academic qualifications:

The applicant has no other academic qualifications.

Assessment of the applicant's other academic qualifications:

The committee assess the other academic qualifications to be sufficient for the doctoral research fellow position.

e) Temporary appointment pursuant to conditions concerning qualifications

The applicant's professional experience consists of working ...

f) Conclusion

Overall assessment and conclusion: The committee concludes that (name) is qualified for the position because the *educational* background is The applicant's *academic qualifications* for the position are Furthermore, the *teaching qualifications* are, *other academic qualifications* are sufficient and the *work experience* as Is However,

4) Recap and Summary

The qualified applicants are:

ID: # - Name

ID: # - Name

The committee ranks applicant # and # as less competent than # because their *educational* background is ... Furthermore, applicant # has ... *academic competence* than applicant #. Applicant # has good *teaching competence*, but applicant # Applicant # is therefore ranked before applicant #....

Based on the assessment the committee proposes the following ranking list:

ID: # - Name

ID: # - Name

Place, date

Name

Title

Affiliation

Name

Title

Affiliation

Template for research fellow announcement at Kristiania

Studying the [...]

Kristiania University College is offering a fully funded Ph.D. fellowship in [...] Studies. The successful applicant will be included in a team of researchers with ambitious plans to further develop research and pedagogical activities related to [...] Studies at the university college.

The PhD project should aim to [...]. We search for a candidate with a good academic understanding of [...]. Projects within [...] Studies including perspectives such as strategy, management, innovations or business models [...] will be prioritized.

Examples of research questions that could be addressed:

- [...]

The position is directed towards people with background within [...] studies but is also open for applicants with background from [...] studies.

Currently Kristiania University College does not offer a Ph.D.-programme. Consequently, the selected candidate must be admitted to the Ph.D.-programme of a collaborating university, [...]. Confirmed admission to this Ph.D. programme must be available at the latest six months after signing the employment contract. To be accepted for this program, it is required with a relevant 180 ECTS bachelor's degree, and a relevant 120 ECTS master's degree (or integrated bachelor and master) with minimum 30 ECTS master thesis, and with grade similar to the Norwegian/European grade B or higher in average and for the master thesis.

Because the Norwegian context will constitute (parts of or whole) the empirical field, applicants need to have proficiency in the Norwegian language comparable to level B2/C1 of the European Framework of Reference for Languages. Applicants from outside Scandinavia need to document this with having passed the Bergen-Test.

The application must hold:

- Motivation letter for the position
- Approved Diplomas and Transcripts (in Scandinavian or English language)
- CV
- At least two references
- Master thesis
- A proposal for a research project of five pages that includes a brief overview of the specific issue the applicant wishes to focus on; ideas regarding planned subprojects and how they relate to the overarching goal of the project; reflections on methods and theoretical perspectives.

Salary is estimated to be between xx and xx NOK a year.

The Ph.D. research fellowship period is 3 years. Working place is School of [...]. The School is located in downtown Oslo, with numerous amenities, recreational spaces, and urban fun right next door.

Kristiania University College welcomes and encourages applications from diverse backgrounds. Women and persons with minority background are particularly encouraged to apply.

Forms and information relevant for evaluation of PhD programme

Job description for evaluation of PhD programme		
Job description no QA:	Related to routine: Routine for evaluation of programme	
Version No: 1.0	Valid from: DD.YY:MMM	Approved by: Pro-rector of R&D
Audit history:		

Purpose: This is a job description for use in the annual preparation of PhD programme reports. The assessment must be documented in a programme report. This PhD programme report is prepared annually and shall be included in the annual quality report from Schools at Kristiania. The purpose of the programme report is to document the programme committee's assessment and reflection on the quality of education, quality work and quality development work on the PhD programs at Kristiania. In the programme report, the programme committee assesses and makes visible any need for academic, pedagogical and practical changes in both the training part and the research part of the PhD programs. A summary of the work with quality development and proposals for quality development measures shall also be included in the report. This forms the basis for a continuous quality development of is included in the PhD programs.

	Activity (What)	Description (How)	Who	When
1	Obtain data for programme report	The basic material for the report includes, among other things, a course report for PhD courses, mid-term evaluation for PhD candidates (where available), annual progression reports from the PhD candidate and supervisor and any electronic evaluation of the PhD program.	PhD coordinator	Spring term
2	Carry out evaluation of the program	Evaluation of results, quality development and improvement measures in the PhD programs. This involves a description of progression and throughput, as well as evaluation of initiated, developed and implemented quality development measures in the programme since the previous reporting.	Study Programme Committee	
3	Complete programme report	The head of PhD programme committee prepares the programme report in consultation with the programme committee. The report is written in a template for a PhD programme report.	The Head of PhD programme	

4	Submit (archive) programme report to the PhD School via dean	The report is sent electronically to the dean with a copy to the PhD coordinator	The Head of PhD programme	
5	Follow-up of QA report	The head of the programme committee follows up the quality development work and initiates any measures in consultation with the programme committee, the PhD-coordinator and the PhD School	The Head of PhD programme	

PhD programme evaluation

Overall responsibility: Dean

Responsibility for organization and implementation: Head of PhD programme in collaboration with the PhD coordinator.

Date:

PhD programme:

School:

Description of the PhD programme evaluation's data base

Mandatory:

- *Survey PhD candidates (Nettskjema. Data provided by the PhD coordinator)*
- *Data from FS (Felles Studentsystem) (admissions, disputations, PhD candidate student throughput. Data is retrieved by the PhD coordinator)*
- *Other*

The data basis can also be:

- Course evaluations and course reports
- Other relevant information that the faculty requests or has access to

*Assessment of the academic environment related to the PhD program
(Fill in the assessment of the PhD programme committee):*

Suggestions for points / questions for assessment:

- Is the size of the academic environment (s) sufficient (cf. the Studietilsynforskriften and own assessments)
- Do the supervisors have sufficient / desired competence?
- Academic?
- Generic? Supervisor competence, project management, research management, etc.?
- How are the candidates included in a research group and is work being done on internationalization?
- Do the main and co-supervisors have knowledge and understanding of the administrative content of the PhD program?
- How does the School work to ensure sufficient supervision resources?

Assessment of the quality of the PhD program

The following should be assessed:

- Admission quality: access to / recruitment of good applicants for PhD positions (nationally and internationally)

- Learning outcomes: are the candidates' knowledge / skills / competence after the education in line with expectations?
- Framework quality: candidates' access to courses, workplaces, research groups / environments, laboratories, libraries, etc.
- Teaching quality: subject quality and offerings, the quality of the training part, the relevance for the candidates and the research
- Supervision: supervision activities / courses, challenges with supervision. Reporting / measures where the guidance does not work?
- The research part: academic follow-up, level of the research / doctoral thesis, progression, implementation
- Programme quality: assessment of (strengths / challenges) in the implementation of compulsory seminars, exchange, internationalization, conference participation and research schools
- Relevance: the programme's relevance for working life / career opportunities / societal relevance
- Other

Recently implemented measures and their effect:

Suggestions for points / questions for assessment:

- Measures only for the program
- Measures for the School as a whole
- The effect of the measures / expected effect of the measures
- Other?

The action plan with measures and responsibility for follow-up:

Suggestions for points / questions for assessment:

- The academic environment's measures to further develop the quality of the PhD program
- (How to maintain the "strengths" and how to deal with the "weaknesses" in the programme / doctoral program)
- Measures that should be implemented at university college level
- Delimitation of the action plan in time

Function description for Head of PhD programme and Dean of PhD School



Function description

Title: Head of PhD Programme
Business: Høgskolen Kristiania
Role reports to: Dean of PhD School

Framework conditions:

- Leads the Doctoral Programme Committee
- Is responsible for day to day operation of the program
- Head of PhD Programme report to Dean of PhD School
- Term of office, with a term of office of 4 years

Arbeidsoppgaver/ansvarsområder:

- Holds the responsibility of planning, implementation, evaluation and development of one appointed PhD-program at Kristiania University College within set deadlines.
- Development of quality in the study program is a collective task and the tasks are performed in close dialogue with The Doctoral Program Committee, Head of department for the relevant academic environment, Deans, course coordinators and PhD-candidates.
- Secures that the field of the doctoral programme constitutes a scientific whole and that there is a connection between the individual parts of the programme.
- Are responsible for, together with the scientific community, PhD-candidates and the society, creating arenas for discussions related to programme development.
- Facilitate that internationalisation is well integrated in the programme such as opportunities for exchange stays for students and staff
- Responsibility for facilitating interdisciplinary and interaction with external parties such as fields of practice, profession, working life and society.
- Anchor that the academic community responsible for the programme has the appropriate competencies in research and education, including scientific supervision.
- Responsible for that the PhD-candidates are integrated into the academic community.
- Contribute to dialogue about the study program in relevant forums at the college.
- Responsibility for ensuring coordination of research and knowledge development across Schools/ insitututes (when appropriate).

The Doctoral Programme Committe

- Development of quality in the study program is a collective task performed by the Head of PhD programme and The Doctoral Program Committee, in close dialog with Head of department for the relevant academic environment, Deans, Course coordinators and PhD-candidates.

Education and competence:

Professor/Associate professor with Doctoral degree
Pedagogical competence, including competence in research management and supervision.

Personal competence:

- The Head of PhD Program must complete courses in basic pedagogical competence under the auspices of the college, or have equivalent competence
- Experience in supervision at doctoral level
- Good understanding of the education sector, research and quality work
- Good collaboration skills
- Academic network within the study programme's research area
- Ambitions for study programs and teaching will be emphasised

Authority and powers:

Measuring points:

This job description / job description is an elaboration of the employment relationship.

The list of areas of responsibility and work is not exhaustive
The employee must accept changes in the job description.

This agreement has been entered into in 2 - two copies

Place/ Date

Kristiania _____

Employee _____

1



Function description

Title: Dean
Business: Høgskolen Kristiania
Role report to: Rector

Areas of responsibility

- The dean has the highest professional and administrative responsibility for the department (School) and is thus responsible for the overall business.
- The dean must have a strategic focus and a holistic view of the organization's activities.
- The dean is responsible for the department achieving the goals and set out in strategy and action plans, adopted by the board
- The dean is overall responsible for research / artistic development work and professional pedagogical development at the department.
- The dean shall be the spokesperson for the department and its subject areas, promote the department and be active in the sector and society in general.
- The dean is responsible for the budget of the department. or øvrig.

Roles/ tasks

- The dean is a permanent member of the University College Management (HL)
- Overall responsibility for the study quality of study programs anchored at the department
- Responsibility for preparation and follow-up of strategy, quality work and reporting at the department
- Contribute to international anchoring, collaboration agreements and academic exchange work
- Contribute to innovation and contact with working life

Authority and powers.

- Chair of the Doctoral Degree Committee
- Authorisations to dispose of resources at the department to achieve overall objectives
- Authority to dispose of / define administrative routines and authorizations at the department within the university college's framework.

Education and competence:
 Professor/Associate professor with Doctoral degree

Relevant professional experience :

- Solid teaching experience and research experience
- Desirable with international experience
- Management experience from the sector / knowledge company, with documented results
- Have a network academic and working life-oriented
- Visionary and good communication skills
- Good results in change management and development of complex organizations
- Very good written and oral presentation skills in Norwegian or other Scandinavian languages, as well as English

Personal competence:

- The dean should:
- Be innovative with the ability to see connections and propose new solutions within the framework of national and international education and research policy
- Have good strategic skills with a holistic view of business at the department
- Have a motivating, clear and inclusive leadership style characterized by cooperation and participation
- Be results-oriented and energetic
- Have good communication skills and the ability to build trust
- Ability to create a good collaboration across both professional and administrative units

Measuring points:

- Responsible for all professional deliveries by School
- Responsibility for results for professional deliveries (Education / R&D / Dissemination / innovation)
- Study quality
- Research quality
- Cost control (department budget)

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Place/ Date

Kristiania _____

Employee _____