

The PhD Governance Handbook at Kristiania University of Applied Sciences describes the governance structure, responsibilities, and quality assurance procedures that underpin doctoral education at Kristiania. While the PhD candidate remains central to the purpose of the programme, this handbook focuses on the systems, roles, and processes that ensure high-quality organisation and completion of the doctoral degree.

PhD Governance Handbook

Kristiania University of Applied
Sciences

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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 and independent research under supervision, and results in qualifications for scientific research and other work requiring a high degree of analytical thinking, methodological rigour, and academic integrity. The aim of the PhD education at **Kristiania University of Applied Sciences** (hereafter Kristiania) is to educate researchers with high, international-level competencies, in collaboration with national and international research environments and in accordance with recognised scientific and ethical principles.

Doctoral education at Kristiania is organised under the **School of Doctoral Studies (SDS)**, which is the academic and administrative unit responsible for all PhD programmes at the institution. SDS works in close collaboration with the host Schools, the Doctoral Degree Committee, the Programme Committees, the Heads of Programme, supervisors, and the PhD Coordinators. Together, these bodies ensure high-quality doctoral education through coordinated academic leadership, quality assurance, supervision, course provision, internationalisation efforts, and administrative support.

Kristiania's doctoral education is governed through a clear structure: SDS oversees all PhD programmes; the **Doctoral Degree Committee (DDC)** makes formal decisions on admission, supervision, and thesis assessment; the **Programme Committees (PGCs)** ensure academic quality within each programme; the **Heads of Programme** provide academic leadership for the individual PhD programmes; and the **PhD Coordinators** support the administrative and procedural aspects of the studies. Detailed mandates and role descriptions are provided in Appendix 1.

Kristiania's **Quality Assurance System** provides the framework for safeguarding educational quality at the third cycle. The system includes overarching institutional routines, programme-specific procedures, and local guidelines relevant to PhD education. Additional information about research ethics, data protection, library services, research support, and relevant procedures is available through Kristiania's webpages on doctoral education and research support.

Doctoral education follows a structured progression—from **admission**, through **carrying out studies**, to **completion and public defence**. Each phase requires coordinated academic and administrative attention, and the responsibilities of PhD candidates, supervisors, the host Schools, and SDS are clearly defined. To support these processes, the doctoral education is governed by:

- the PhD regulations of Kristiania,
- the agreement on admission to organised doctoral education,
- programme-specific supplementary provisions, and
- the routines and procedures forming part of Kristiania's quality assurance of PhD studies.

This Governance Handbook describes the full governance structure, quality processes, responsibilities, and routines associated with doctoral education at Kristiania.

- **Part A** outlines rules and procedures in detail relevant to PhD candidates and supervisors across the start-up, study progression, and completion phases.
- **Part B** describes the responsibilities and routines for the administration and governance of the PhD programmes.
- **Part C** covers the annual evaluation of the PhD programmes and their integration into the institutional Quality Assurance Report.
- **Appendix 1** details the formal organisational structure of PhD education, including the roles and mandates of the Board, Rector, SDS, the Doctoral Degree Committee, the Programme Committees, the Heads of Programme, the host Schools, the PhD Coordinators, and support units such as the Quality Department and Study Administration.

PhD candidates at Kristiania are often both students and employees—either of Kristiania or of an external employer. The Governance Handbook addresses primarily the academic and administrative framework for the PhD studies themselves, while employment-related matters are regulated by applicable laws, collective agreements, and Kristiania’s personnel handbook.

This handbook should be read alongside Kristiania’s PhD Regulations, the admission agreement, programme descriptions, and the **PhD Handbook for Candidates**, which provides candidate-facing guidance and explains the PhD journey from admission to public defence. Together, these documents constitute the full framework for doctoral education at Kristiania and ensure a coherent, transparent, and high-quality PhD experience.

Part A. PhD manual for candidates and supervisors

1. Start-up phase

Objectives: PhD candidates at Kristiania 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 Section 2 of the PhD regulations and in any supplementary provisions that may be prescribed in the programme description for the individual doctoral programmes. To be admitted to a PhD programme, funding and a master's degree successfully completed in accordance with §2-1 of the PhD regulations, are needed.

A PhD education requires high proficiency in 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 fellows do not have student status in Norway and therefore are not eligible for support from the Norwegian State Educational Loan Fund.

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

Among other types of financing, the Research Council of Norway provides financial support to public enterprises (public-sector PhD) or to the private sector (Industrial 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 an industrial or public-sector PhD are welcome to contact the PhD coordinator (i.e., administrative coordinator) 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 starting the PhD research project (for employed fellows, this will typically be within three months from the date of employment), 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, in collaboration with the supervisor, prepare a plan for the training component, progress plan, preliminary publication plan and funding plan
- shall familiarise themselves with the terms and conditions of the PhD agreement
- 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

Supervisor(s):

- shall have a start-up conversation about supervision with the candidate initiated by the main supervisor
- will assist the PhD candidate in formulating the research problem and research questions in conjunction with the application process as well as drafting the project description and progress plan
- shall ensure that the Norwegian Health Research Act and privacy protection measures are considered 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 application for admission must contain, among other things:

- admission application form
- a plan for the training component that includes courses (min. 30 credits), a progress plan, preliminary publication plan and funding plan
- a project description (emphasis is placed on the quality of the project description, the projects originality, creativity, organisation of the project, progress plan, expected impact and the relevance of the project to the PhD programme to which application is being made)
- 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

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. Normally, the main supervisor is an employee at Kristiania. Admission is concluded contractually between Kristiania and the candidate. The agreement upon admission to organised doctoral education, is the agreement governing candidates' rights and obligations during the course of the PhD programme within the framework of applicable statutes and regulations.

The PhD agreement is described in Section 3 of the PhD regulations. 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 4 of the PhD regulation. Main- and co-supervisors must have a PhD or equivalent qualifications. 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:

Templates:

[Agreement on admission to a PhD programme](#)

[Application for admission to a PhD programme \(online form\)](#)

[Description of the research project \(online form\)](#)

[Application form for external candidates to attend PhD courses \(online form\)](#)

[Agreement for external supervisor to PhD candidate](#)

[Agreement on internal supervision of PhD Candidate](#)

Routines:

[Routine for applying for admission with external funding](#)

[Routine for processing an application for admission to a PhD programme](#)

2. Carry out studies

Objectives: PhD candidates at Kristiania 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 problem and research questions and become familiar with the latest developments in the relevant research field
- is responsible for conducting research compliant with applicable legislation and ethical research guidelines
- shall enrol in and complete the PhD courses constituting the training component
- shall apply for any changes to the approved training component (course plan) in line with the relevant procedures
- 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 their research unit and PhD seminars organised by Kristiania
- shall adhere to the agreed progress plan and submit annual progress reports including evaluation of the relevant PhD programme
- shall complete work-in-progress seminar and mid-term evaluation
- shall keep the host School and the School of Doctoral Studies informed of major changes in the project and of circumstances that may lead to delays
- 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
- 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), the candidate must discuss with the Head of Programme or PhD coordinator. 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 supervision 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 gains insight into the latest research in their field, and shall help the candidate establish contacts with relevant academic environments and encourage internationalisation
- 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 in cooperation with co-supervisor(s))
- is responsible for evaluating the candidate's progress and conducting work-in-progress seminar and mid-term evaluation
- 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 violations of good research ethics and, when appropriate, report such non-conformances and concerns to the host School and the SDS

- is responsible for planning and conducting supervisor meetings with the PhD candidate
- is responsible for dialogue between the main supervisor and co-supervisor(s)
- shall regularly consider whether the composition of the supervision team is appropriate and, if necessary, initiate proposals for changes in 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 and other learning arenas for PhD 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

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, SDS, in collaboration with the host School, must provide the necessary assistance. Who to contact will depend on what the problem is and with who the candidate feels comfortable discussing these issues with. It could be the Head of the Programme, PhD Coordinator, or the immediate superior (i.e., line manager). 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 SDS, in accordance with the PhD agreement. SDS 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 SDS.

Period of study at a host institution

Kristiania 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 approved in writing by the supervisor and the immediate superior at Kristiania. Information and approval of stay at another institution must be sent to the PhD coordinator as soon as possible after approval.

Absence

It is important to inform Kristiania about short- and long-term absences. If candidates need to extend their study period, a separate application 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. Extended funding from Kristiania due to low progress cannot be expected. In the event of an extension due to leave of absence other than statutory absences, 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:

Templates

[Application - revised course plan](#) (online form)

[Application for pre-approval of external PhD courses \(online form\)](#)
[Application for recognition of completed external PhD courses \(online form\)](#)
[Application for leave of absence](#)
[Work-in-Progress evaluation report template](#)
[Midterm evaluation report template](#)

Routines:

[Routine for Annual progress report](#)
[Routine for organising PhD courses](#)
[Routine for recognition of completed external PhD courses](#)
[Routine for Work-in-progress seminar](#)
[Routine for Midterm Evaluation](#)
[Routine for extension of study time](#)

3. Completion

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

The PhD candidate:

- is responsible for completing the thesis work and the training component within the nominal time frame
- is responsible for the content of the thesis and for ensuring that it meets international standards
- shall inform the supervisor before submitting the thesis for assessment
- shall have had the thesis copy-edited before submitting it for assessment
- shall account for their contribution to joint work in articles and obtain the necessary declarations from all co-authors where relevant
- is responsible for ensuring that the PhD thesis meets high ethical and research standards in accordance with applicable regulations and the guidelines in the programme description before submission
- shall submit a succinct summary of the PhD thesis in Norwegian and in English to the PhD coordinator
- shall ensure that the manuscript is formatted in accordance with the Kristiania PhD template and ensure that the copy is proofread
- shall ensure that the final manuscript is delivered to the library for publication in accordance with the Kristiania PhD template
- is responsible for familiarising themselves with Kristiania's requirements and procedures for completion, submission, and the public defence

The supervisor(s):

- must contribute to making it possible for the doctoral work to be completed within the prescribed period
- shall ensure that the doctoral work meets the quality requirements for the PhD degree before giving the go-ahead for submission
- shall give the candidate the go-ahead before submission of the thesis
- shall propose the assessment committee for the thesis

The Program Committee

The program committee approves the application to have the PhD thesis evaluated and appoints an assessment committee. The PhD coordinator is responsible for sending copies of the thesis and other required

documents to the assessment committee. During the assessment period, the candidate shall not have any contact with the members of the assessment committee.

Within 3 months of receiving the thesis, the assessment committee shall issue a reasoned statement on whether the work is worthy of being defended for the doctoral degree, and if worthy, suggest the trial lecture topic. The PhD candidate will receive the recommendation from SDS and will be given a deadline of ten working days by which to respond with written comments on the recommendation to the assessment committee. The Doctoral Degree Committee will, as soon as possible, after receiving the statement from the assessment committee and response from the candidate, decide on whether the thesis is worthy to be defended.

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 assessment 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 School of Doctoral Studies 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 assessment of the doctoral thesis:

Templates:

[Application for assessment of PhD thesis \(Nettskjema\)](#)

[Co-author declaration](#)

[Confirmation of coursework](#)

[Proposal for assessment committee for PhD dissertation and public defence at Kristiania University of Applied Sciences](#)

[Declaration of impartiality](#)

[Recommendation from the assessment committee – thesis](#)

[Recommendation from the assessment committee – trial lecture](#)

[Recommendation from the assessment committee - defence](#)

Routine:

[Routine for submission of the PhD thesis](#)

[Routine for appointment of assessment committee PhD thesis](#)

[Routine for assessment of PhD thesis](#)

[Routine for printing dissertations](#)

[Routine for preparation for trial lecture and public defence](#)

[Routine for day of defence](#)

Part B. PhD manual for administration of the PhD programme

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

1. Start-up phase

Objectives: PhD candidates at Kristiania 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 who are funded through fellowship schemes that entail a contract of employment between the candidate and Kristiania, the head of department is responsible for personnel matters. Common rules on employment apply to PhD candidates appointed to Kristiania or external parties. In addition, PhD positions are subject to §7-6, section 2 of the Universities and University Colleges Act, concerning terms and conditions of employment for the posts of post-doctoral research fellow, research fellow, research assistant and resident.

Programme Committee:

- shall ensure that Kristiania admits highly qualified candidates to the programme
- 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
- ensures compliance with research data obligations, including necessary authorizations from candidates, supervisors and any external parties where relevant
- 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:

- ensures candidates receive guidance on applicable regulations, agreements, and required procedures relevant to admission and start-up
- ensures that the candidate applies for admission to the PhD programme normally within three months after start-up of the PhD project (or employment, where applicable)
- arranges the introductory seminar for new PhD candidates
- is responsible for onboarding the new PhD candidates to the programme

After applying for admission

The process from applying for admission to signing a written agreement is discussed in Section 3 of the PhD regulations and is described step by step in Kristiania'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 through the admission portal (i.e., søknadsweb) with the guidance of the PhD coordinator, normally within three months after start-up of the PhD studies
- receives a filled-out PhD agreement from the PhD coordinator and signs this electronically

The PhD coordinator:

- supports the candidates in the application procedure
- 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, normally within three months after admission, that the candidate and supervisor submit the finalised project description
- gets the agreement signed by the dean and then shared with the candidate and the main supervisor, and filed

The Programme Committee:

- processes the application for admission, including the project description, and makes a recommendation to the Doctoral Degree Committee

The Doctoral Degree Committee:

- makes the final decision on admission
- ensures that appointed supervisors fulfil qualification requirements and have sufficient capacity, in accordance with the PhD regulations
- is responsible for appointing supervisors in the admissions decision

Dean of the host school:

- ensures that Kristiania has academically relevant research groups with an international orientation to receive PhD candidates and research projects in doctoral-level educational programmes
- ensures that candidates have access to relevant infrastructure at all times
- ensure that foreign candidates are also well taken care of and are naturally included in the academic environment

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

Templates:

[Agreement on admission to a PhD programme](#)

[Application for admission to a PhD programme \(online form\)](#)

[Description of the research project \(online form\)](#)

[Application form for external candidates to attend PhD courses \(online form\)](#)

[Agreement for external supervisor to PhD candidate](#)

[Agreement on internal supervision of PhD Candidate](#)

Routines:

[Routine for applying for admission with external funding](#)

[Routine for processing an application for admission to a PhD programme](#)

2. Carry out studies

Objectives: PhD candidates at Kristiania 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 4 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 Kristiania's PhD regulations
- is responsible for approving the mid-term committee
- ensures that work-in-progress seminars and mid-term evaluations are conducted and followed up in accordance with procedures
- 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 recommending approval of the transfer of external ECTS according to the requirements of the programme, and transitional arrangements for PhD candidates who change their PhD programme or end their studies at other institutions
- is responsible for approving courses specific to each programme

The Doctoral Degree 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
- ensures systematic follow-up of supervision quality and participation in supervisor development measures, in collaboration with the Dean of SDS and the PhD coordinators
- is responsible for approving joint courses
- shall collaborate with the PhD coordinator and the Dean of SDS in the effort to follow up the supervisors and offer guidance courses

The Head of Programme:

- provides academic leadership for the PhD programme and follows up academic quality in cooperation with the Programme Committee and SDS
- serves as the primary academic escalation point for candidates and supervisors in matters related to the PhD programme, and initiates appropriate follow-up in collaboration with the PhD coordinator, host School, and SDS
- is responsible for planning and coordinating programme-specific PhD courses and for approving external PhD courses in accordance with the programme description and applicable regulations
- ensures internationalization measures are supported and that relevant exchange/collaboration agreements for the programme are maintained and followed up

The PhD Coordinator:

- is responsible for the annual electronic evaluation of the PhD programmes that are sent out to PhD candidates in all PhD programmes
- coordinates annual progress reporting and ensures follow-up where reporting is missing or indicates concern, in cooperation with the Head of Programme
- receives and records non-conformances/concerns and ensures timely handling in cooperation with the Head of Programme, Programme Committee, host School and SDS, as applicable

- coordinates exit interviews when candidates voluntarily interrupt and reports aggregated learning points to SDS/programme leadership
- 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 handbook, procedures, forms for the PhD programmes in collaboration with the quality department

Forms and information relevant during the course of the programme:

Templates

[Application - revised course plan \(online form\)](#)

[Application for pre-approval of external PhD courses \(online form\)](#)

[Application for recognition of completed external PhD courses \(online form\)](#)

[Application for leave of absence](#)

[Work-in-Progress evaluation report template](#)

[Midterm evaluation report template](#)

Routines:

[Routine for Annual progress report](#)

[Routine for organising PhD courses](#)

[Routine for recognition of completed external PhD courses](#)

[Routine for Work-in-progress seminar](#)

[Routine for Midterm Evaluation](#)

[Routine for extension of study time](#)

3. Completion

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

Submission and assessment of the doctoral thesis

The finalisation and submission of the thesis is discussed in Section 5 of the regulations and is described step by step in Kristiania 's quality procedures and work descriptions for submission and assessment of the thesis, including appurtenant forms.

The Programme Committee:

- is responsible for approving the application for assessment and appointing the assessment committee

The PhD Coordinator:

- is responsible for submitting the thesis to the assessment committee
- is responsible for submitting the assessment report to the Head of Programme for a quality assessment
- is responsible for submitting the assessment report to the candidate, and notify the candidate about the 10-day comment period
- is responsible for submitting the assessment report and candidate's comments to the Doctoral Degree Committee
- is responsible for facilitating and following up the trial lecture and public defence
- monitors statutory and internal timelines for assessment, trial lecture and public defence, and initiates follow-up actions in cases of delay
- serves as the primary point of contact for the candidate during the assessment and defence phase and ensures timely communication of decisions, timelines, and practical information

The Doctoral Degree Committee:

- decides, based on the assessment report, and taking into account the candidate's comments, whether the thesis is worthy to be defended

The Communications Department:

- shall publish information about the trial lecture and public defence on Kristiania '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 assessment 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 PhD Coordinator:

- is responsible for the conduct of trial lectures and the public defence

Rector has the responsibility for awarding the doctoral degree

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

Templates:

[Application for assessment of PhD thesis \(Nettskjema\)](#)

[Co-author declaration](#)

[Confirmation of coursework](#)

[Proposal for assessment committee for PhD dissertation and public defence at Kristiania University of Applied Sciences](#)

[Declaration of impartiality](#)

[Recommendation from the assessment committee – thesis](#)

[Recommendation from the assessment committee – trial lecture](#)

[Recommendation from the assessment committee - defence](#)

Routines:

[Routine for submission of the PhD thesis](#)

[Routine for appointment of assessment committee PhD thesis](#)

[Routine for assessment of PhD thesis](#)

[Routine for printing dissertations](#)

[Routine for preparation for trial lecture and public defence](#)

[Routine for day of defence](#)

Part C. PhD programme evaluation

The PhD programmes 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 report of the programmes will be used as the basis for a report at the institutional level that covers all the PhD programs at SDS. This report will be presented as a separate chapter in the Quality Assurance Report written at the institutional level.

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

Template:

[Områder for utdanningskvalitet](#) (Areas of educational quality)

Routine:

[Routine for evaluation of PhD programme](#)

Appendix 1 – Organisation of the PhD programme

| Function | Description of roles |
|--|--|
| The Board | <p>Has the overall responsibility for the PhD studies. Adopts the regulations governing the PhD degree at Kristiania and determines the administrative organisation. 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. Awards the doctoral degree.</p> |
| Dean of School of Doctoral Studies | <p>Has overall responsibility for School of Doctoral Studies at Kristiania University of Applied Sciences and thereby the doctoral degree programmes. Appoints members to the Doctoral Degree Committee on commission of the Board Is the chair of the Doctoral Degree Committee. 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 Chaired by: Dean of School of Doctoral Studies</p> <p>Members: Pro-rector research and Artistic Development Heads of the different doctoral programmes Representatives of the academic staff Head of Research administration Representative of PhD candidates The secretary of the committee is the PhD coordinator Appointed by the Dean of School of Doctoral Studies on commission of the Board</p> <p>Coordinates across Kristiania University of Applied Science's PhD programmes and ensures a unified and good research education at Kristiania University of Applied Sciences.</p> <p>Makes the final decision on admission to the PhD programmes and appoints supervisors. Shall assure quality in the hiring and admissions process. Shall ensure that there are supervisors with sufficient formal expertise and capacity to attend to the candidates that are offered admission to the programme. Is responsible for approving joint courses. Decides on whether the thesis is worthy of being defended after receiving the statement from the assessment committee and comments from the candidate.</p> |
| The Programme Committee (Programkomiteen) | <p>Chaired by: Head of Programme</p> <p>Members: Vice Dean for research at the host school Representatives of the academic staff (5) Representative of PhD candidates (1) The secretary of the committee is the PhD coordinator Appointed by the Head of Programme</p> <p>See this link for composition and mandate-AIT See this link for composition and mandate-CL</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. Ensures that candidates have access to relevant infrastructure at all times. Conducts annual employee appraisal interviews with research fellows employed at Kristiania. 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> |

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| | <p>Provides input to the members of the Doctoral Degree Committee. Nominates members to the Programme Committee</p> |
| Head of PhD Programme | <p>Academic leader of the programme; reports to the Dean of School of Doctoral Studies in the role of Head of PhD Programme. Chair of the Programme Committee. Academic contact person and developer for the programme. Responsible for PhD forum and PhD supervisor forum. Develops cooperation with other institutions. Participates in the preparation of agenda items for the Doctoral Degree Committee, initiator of joint seminars and workshops. Responsible for planning and coordinating PhD courses and approving external PhD courses.</p> |
| PhD Coordinator | <p>Is responsible for administrative coordination of their respective programme, and are the contact persons for candidates, supervisors and others who have queries about the institution's PhD studies. Holds the secretariat function for the programme committees and the doctoral degree committee. Is responsible for coordinating procedures in the PhD programmes and keeping track of deadlines.</p> |
| Quality Department | <p>Is responsible for routines and follow-up 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> |