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**Прилог 6.1,**

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UNIVERSITY OF COPENHAGEN

Department of Chemistry



#### The PhD programme

*On behalf of the Department of Chemistry, I would like to invite you to our PhD research program.*

*The PhD program is conducted within one of the research groups at the institute. The research at the Department of Chemistry is performed in small groups generally consisting of a few staff members, some postdocs and a number of students, graduate and undergraduate. This organization allows close contact between students and staff and a flexible, dynamic research environment that can rapidly accommodate new developments. Further, the Department of Chemistry is a part of the Faculty of Science, which offers a variety of graduate programs with many opportunities for interdisciplinary research activities. It is my hope that these pages will stimulate your interest in our graduate program!*

**Kurt V. Mikkelsen**

Chairman of the Ph.D. Board

<http://www.lu.lv/eng/studies/doctoral.html>

Latvia

November 3, 2008

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Structure

Doctoral studies at the University of Latvia

*Senate Decision No.50, University of Latvia, October 26, 1998*

International cooperation

## Doctoral Studies at the University of Latvia

Links

1. The objective of the Doctoral Studies Programme (hereinafter PROGRAMME) is to obtain an internationally recognized doctoral degree in a branch of science represented at the University of Latvia (hereinafter UL) as well as to acquire principles of research organization and management.

News & Events

2. PROGRAMME director is Research Prorector of UL.

3. PROGRAMME structure consists of:

- subbranches of arts and sciences,
- individual subbranches of individual doctoral students which are worked out proceeding from general principles of PROGRAMME and according to the specific requirements of the corresponding branch.

4. Doctoral studies are offered in the following disciplines: astronomy, biology, computer sciences, economics, philosophy, physics, geography, geology, education studies, communication studies, chemistry, literature studies, mathematics, medicine, theology, linguistics, history, environment studies.

5. Development, adoption and management of doctoral subprogrammes.

5.1. Subbranches are worked out in faculties and institutes of UL.

5.2. Subbranches are adopted by UL Senate.

5.3. Subbranch is conducted by a professor.

5.4. Council of Academic Programmes for the branch provides the procedure for studies and delegates powers to professors.

6. Doctoral studies can be implemented:

6.1. In legally independent institutes, faculties and related institutes or other structural units of UL provided that the research potential of a structural unit complies with requirements stipulated by "Law on Higher Educational Establishments".

6.2. A doctoral subbranch may be started temporarily also in a structural unit which does not yet comply with the requirements of 6.1, on request of

faculties, institutes or professors by a special decision of UL Research Council.

7. Scope of doctoral studies and duration.

7.1. Full-time studies - 3 years, i.e. 52 weeks a year, (40 hours per week) of which 48 are working and 4 vacation weeks. The scope constitutes 144 credit points.

7.2. Part-time studies - 4 years, i.e. 36 working weeks a year (40 hours per week).

7.3. Doctoral studies may last up to 5 years.

8. Funding of doctoral studies.

8.1. University Senate passes the decision about the amount of funding of PROGRAMME for each year.

8.2. The distribution of resources for each subprogramme is decided by UL Research Council.

8.3. A new doctoral subprogramme is started by the decision of UL Research Council upon agreement with UL Senate.

8.4. The first 3 years, i.e. 156 weeks of full-time doctoral studies are financed from the UL budget.

8.5. Doctoral studies may be financed by natural and legal entities.

8.6. Tuition fee for doctoral studies has to be set according to subprogrammes in the same amount as from UL budget.

9. Admission.

9.1. Applicants for doctoral studies are admitted by way of competition. The competition is organized by UL Doctoral Department.

9.2. The number of places to be financed from the UL budget according to subbranches is decided by UL Research Council upon agreement with UL Senate.

9.3. Vacancies for natural and legal entities according to subbranches as well as the content of the agreement is decided by UL Research Council.

9.4. An agreement is signed with each individual who is funded by natural or legal entities. The content of agreement is drafted by UL Research Council.

10. The contents of doctoral studies.

10.1. Independent research with an aim to obtain original and verified results in the corresponding branch.

10.2. Doctoral students must carry out well documented:

- acquisition of practical application of the latest research methods in the corresponding branch;

- acquisition of the latest methods of information technology, research planning, data processing and presentation;
- comprehensive acquisition of theoretical disciplines of the corresponding branch;
- acquisition of lecturing and project management skills by participation in the implementation of Bachelor and Master study programmes as well as research projects;
- participation with reports in international seminars, conferences, schools;
- in-service training in other universities completed by publication of joint results;
- independent presentation of research results and their submission for publication in research editions.

Regulations on distribution of credit points according to academic components, assessment procedure and recognition are worked out in each doctoral subprogramme.

#### 11. Provisions for the start of doctoral studies.

11.1. Former education of the applicant must equal the MA degree established for Latvia.

11.2. Foreign applicants must have a degree which equals the Latvian MA degree requirements. The conformity of the degree is assessed by Academic Information Centre experts.

11.3. Professors of the corresponding branch, assisted by experts assess the conformity of applicant's knowledge with doctoral studies requirements as well as the necessity for additional courses.

#### 12. Course of studies, conformity tests.

12.1. The student after consultations with the scientific advisor and professor of the corresponding branch works out the individual study plan for the whole period of doctoral studies.

12.2. Academic progress is monitored by professors of the corresponding branch and the scientific advisor.

12.3. The professor monitors the conformity of academic progress with the study plan and at the end of each semester pursuant to requirements for doctoral studies at UL provides information to PROGRAMME director. Report and positive assessment serve as the basis for funding for the following semester.

12.4. The student reports about the results of his/her studies and research participating twice a year in research seminars and conference organized in the corresponding branch where a special decision is made as to the conformity of results with the individual study programme. The decision is documented and submitted to PROGRAMME director.

12.5. The final decision about the scope of acquisition of theoretical courses, conformity with the requirements of the subprogramme and quality standards in the corresponding branch is made by the professor of the branch assisted

by

invited

experts.


12.6. On completion of doctoral studies, in a seminar specially organized by the professor of the branch, the results of studies and research are discussed and assessed and a decision is made either to promote the work for presentation or to work on its improvement.

Full time degree studies: [studies@lu.lv](mailto:studies@lu.lv); Exchange studies: [ad@lu.lv](mailto:ad@lu.lv)

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**RESEARCH - Faculty of Mathematics and Natural Sciences**

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## Ph.D. Programme for the Faculty of Mathematics and Natural Sciences

Adopted by the Faculty Board on 24 June 2004, revised by the Dean 5th of December 2006 and 15th of January 2007.

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### **1. Applicability of these Regulations**

The programme concerns the Ph.D. degree at the Faculty of Mathematics and Natural Sciences, University of Oslo, issued in pursuance of the Regulations for the Philosophiae Doctor (Ph.D.) degree at the University of Oslo (adopted by the University Board on 21 June 2007). The programme was established by the University Board on 6 May 2003.

### **2. Aim of the doctoral degree course**

The Ph.D. degree at the Faculty of Mathematics and Natural Sciences requires independent research that leads to a scientific dissertation of international standard. In addition, the candidate will receive advanced teaching in theories and methods in order to provide greater insight and breadth in the field of study. Ph.d.

### **3. Responsibility for the doctoral degree course**

The University Board has the overall responsibility for the education of doctoral degree students at the University of Oslo. The responsibility for the academic and administrative execution of the programme is delegated to the faculties within their respective subject areas. The University Board establishes the doctoral degree programmes for each faculty. In the case of interdisciplinary and inter-faculty doctoral degree programmes, co-ordination responsibility is assigned to one of the host faculties.

### **4. Organisation of Ph.D. studies**

The course of study leading to the Ph.D. degree at the Faculty of Mathematics and Natural Sciences is organised in a Ph.D. programme. The programme has a duration of 3 years and is not divided into disciplines. Candidates have their individual theoretical syllabus.

During the course of the doctoral degree education the candidate should also receive training in the presentation and publication of academic work.

In addition to the Ph.D. degree, the Faculty of Mathematics and Natural Sciences administers the Dr. Scient and Dr. Philos. degree. The Faculty considers all three degrees to be of similar standard and status. The Faculty presupposes that the Dr. Philos. degree normally is taken by candidates who have not participated in the supervised doctoral degree programme. See also section 6.10.

## **5. Admission**

Admission is possible at any time during the year. The Faculty is the formal admissions authority but the initial evaluation of applicants is conducted by the relevant department within the Faculty. The Department gives its recommendation and sends it together with the original document to the Faculty. The Faculty decides whether the applicant is granted admission or not.

### **5.1 Applicant's qualification**

In order to be accepted for the Ph.D. programme the applicant must fulfil one of the following requirements:

- Have a Cand. Scient. or Masters degree from a Norwegian university or have an education approved by the Faculty as its equivalent
- Have a different relevant education and/or qualifications of a comparable standard which, after individual evaluation, is deemed to meet the admission criteria
- Have an education from abroad (obtained degree on a Master level) that corresponds to at least 4 years in the Norwegian university system and which, after individual evaluation, is accepted as a basis for admission. Applicants with a foreign education must enclose an evaluation form produced by the Faculty of Mathematics and Natural Sciences specifying the number of credits this education represents in our Faculty.

Applicants who get their education recognised as only 4 years in the Norwegian university system will usually get additional requirements in form of courses on Master level as part of their admission criteria. If the Faculty and/or the academic community in the chosen field of study are of the opinion that the applicant lacks necessary knowledge within the subject field, the Faculty may, in co-operation with the said community, lay down additional requirements beyond the obligatory Ph.D. programme.

### **5.2 Admission criteria**

The following general rules apply:

- The applicant's mean grade for a Bachelor degree should not be lower than a C



- The applicant's mean grade for courses taken at Cand. scient./Master level should not be lower than a B
- An A or B grade is required on the Cand. scient./Master's thesis.

In individual cases where the applicant has weaker grades, the application may still be considered by the Faculty if supporting documentary evidence is provided which indicates that the applicant can be expected to successfully complete the Ph.D. programme. In such cases, additional requirements beyond the obligatory Ph.D. programme may be laid down. The Faculty would emphasise that it is possible to undertake an interdisciplinary Ph.D. It is therefore possible for an applicant to be accepted for the Ph.D. programme even if they have a different background than is usual for the host department, on the condition that the relevant academic communities and the department can confirm that the applicant has an appropriate background to successfully complete the doctoral education. The department may nevertheless require that the applicant take supplementary courses outside the training component of the Ph.D. programme.

### **5.3 Right to study for applicants from other institutions**

Applicants who have not previously been students of the Faculty are automatically entitled to study Ph.D. courses (9000-level) at the Faculty when they are admitted to the Ph.D. programme. They are then allowed to take the Ph. D. courses that are a part of the training component without having to pay the semester fee. I

Should applicants for the Ph.D. programme at the Faculty wish to register for courses being taught before their Ph.D. application has been formally accepted, they must apply to the Faculty for admission to individual courses or for a "hospitant"-status within the given deadlines. In both cases the semester fee must be paid.

### **5.4 Progress plan with part-funded study**

The admission of applicants who are not fully funded through the research grant system is dependent on agreement by the applicant to spend at least 50% of their work time on their Ph.D. education, and in addition that a minimum of 1 year will be devoted to full-time study.

### **5.5 Necessary equipment**

The equipment necessary for carrying out the research project must be available for the candidate. Decisions regarding what equipment is deemed necessary are made by the department/Faculty. For candidates with external funding and/or a job, an agreement is

made with the external party concerning equipment provision for the individual research project.

## 5.6 Application and contract

An application for admission to the Ph.D. programme must be submitted on the appropriate application and contract form. In the application the prospective candidate shall, together with one of the Faculty's scientific staff, formulate a comprehensive plan for the proposed Ph.D. research project.

As part of the application, a contract is entered into between the Ph.D. study applicant and the supervisors, the department to which the student will be affiliated and the Faculty, including any external institution. This contract defines the mutual rights and duties of the several parties. It sets out the subject of the dissertation, contract duration, funding plan, supervisory arrangements, specification of requirements of academic and material resources, office location, and the content of the training component.

The application and contract must be typed and accompanied by the following enclosures:

1. Certified copies of certificates and transcripts of grades for all education beyond upper secondary school, up to and including Cand. mag./Bachelor level.
2. Certified copy of higher degree certificate such as Cand. scient., Siv. ing., Master of Science or the equivalent.
3. A summary showing which courses formed part of the applicant's Cand. scient. or Master syllabus if this was part of their education.
4. Applicants with foreign educational qualifications shall enclose an evaluation form produced by the Faculty of Mathematics and Natural Sciences specifying the number of credits this education is equivalent to in our Faculty.
5. Project outline (see below).
6. Publication list if the applicant has already published scientific work.
7. A description of any special syllabus (cf. section 6.5). This must be presented on the Faculty's form provided for this purpose.
8. Results/confirmation of examinations previously passed in courses the applicant is applying to have recognised as part of the training component. It must be evident that the examination was passed with a grade of 2.5 (for subjects with numerical grades) or B (for subjects with letter grades), or better. These courses can not be older than 2 years at the affiliation date.
9. Other pertinent information, for example relevant work experience.

Copies of certificates and transcripts of grades has to be complete and certified with an official stamp, date and readable signature from an public office (e.g. from a university, a university college or the police)

**The project outline** should be 1-10 pages including the list of references, signed by the applicant and supervisors, and include the following:

- An account of the theme, explaining the background for the project and placing it in the context of international research

- A precise account of the problem posed. What is the aim of the planned investigations? Which methods will be employed?
- Describe the data basis and source material to be used, and how this information will be collected and analysed (if relevant)
- Reference list

**Supervisor's statement.** On the application form the principal supervisor must write and sign a statement. This must include the following points:

- The supervisor's assessment of the applicant's potential for completing the research project in question.
- The point of departure for the work. It should be clearly stated if the investigation is a continuation of earlier work and/or published results and whether parts of any such work are intended to be incorporated into the doctoral dissertation.
- In the case of dissertations that will rely heavily on joint work, it must be made clear what the applicant's contribution will be to the investigations.
- Resource availability for the project.
- Collaborators or research network with which the applicant will be associated.

**Time schedule for the course of study.** This should include verifiable milestones, e.g. completion of laboratory-/fieldwork, processing of samples or data, possible stays abroad, completion of articles. The time schedule will be used in connection with the annual progress reports, cf. section 6.8.

### **5.7 Admissions procedure**

The application for admission should be sent to the department to which the applicant wishes to be affiliated. The department will process the application according to the rules and procedures current at the time. The department must also ensure that the necessary material resources will be available and that the candidate will be working within an active research environment.

The application will be forwarded to the Faculty together with the department's comments and recommendation, for final consideration and decision.

The department is responsible for ensuring that external supervisors receive a copy of the doctoral degree regulations, the Faculty's Ph.D. programme, the rules governing the use of joint work results, and the Guidelines for the evaluation of candidates for Norwegian doctoral degrees.

### **5.8 Affiliation with several academic communities**

If the applicant's project indicates a need for affiliation with several academic communities, statements shall be obtained from these communities and their respective departments

and accompany the application. A tentative percentage division must be provided of the involvement of the various academic communities and any external partners.

## **6. Carrying out the course of study leading to a doctoral degree**

### **6.1 Stipulated time and maximum time limit**

The Ph.D. programme is normally set up as a 3-year period of full time research education, of which the training component of the programme accounts for a minimum of 30 credits (equivalent to 6 months of full time study).

The doctoral study shall, in any event, be completed (disputation date) within 8 years from the date of admission unless there are special reasons for which an extension may be granted. Authorised leave is not counted as part of the study period. Decisions concerning extra time, beyond the stipulated 8 year maximum, are made by the Faculty in co-operation with the host department. Reasoned appeals are sent to the Faculty. If the decision is upheld, the appeal will be forwarded to the University Board, whose decision is final.

### **6.2 Changes to the contract**

Proposed changes to the agreed contract, which would affect the completion of the research project, must be presented to the department for recommendation and are forwarded to the Faculty for final approval.

### **6.3 Extension of contract**

All candidates who do not complete within the specified contract period must apply to their department for an extension. A special form is available for this purpose. The final approval of the extension is given by the Faculty. Normally, up to 2 extensions will be accepted (does not include extensions due to any form of leave pursuant to statutory provisions).

The candidate has the right to any form of leave pursuant to statutory provision. This essentially applies to sick leave, maternity leave, parental leave, compassionate leave, leave for the purpose of national service and leave in the case of trade union assignments. On the expiry of such leave the candidate's Ph.D. programme continues for the rest of the period of contract in pursuance of section 5.6. Candidates who has an external employer must keep the faculty informed of all possible forms of leave.

Sick leave or other forms of leave of short duration and not exceeding 2 weeks do not constitute a basis for any extension of the period of appointment.

#### **6.4 Compulsory work**

Candidates with compulsory work in their funding arrangement, can be required to undertake the following types of tasks:

- To provide teaching at any level, including participation in pedagogical training, as well as helping with the collection and organisation of material for teaching purposes
- Examination work in connection with the teaching they have given
- Supervision within one's specialised field
- To assist other researchers or research groups in various kinds of research work
- To participate in other academically qualifying work within their department, such as working on scientific collections, publications, consultancy and report assignments, or administrative jobs

The tasks, which the candidate are required to do as compulsory work should, as far as possible, be beneficial in providing relevant experience for a future appointment to a research or teaching post. Administrative tasks should not normally exceed 10% of the candidate's total annual compulsory workload.

Candidates who spend a significant period abroad in connection with their dissertation work should be eligible for dispensation from compulsory work for up to 1 semester.

#### **6.5 Training component (theoretical syllabus)**

The training component shall be at least 30 credits (studiepoeng). The trial lecture on an assigned subject comes in addition (cf. section 12.1). At least 20 credits must be for courses in mathematics or natural sciences. Up to 10 credits can be from other subjects, e.g. ethics, theory of science, or presentation. The content of the training component must be such that, together with the dissertation work, it provides the candidate with the necessary academic breadth and insight.

The courses which comprise the training component must be Ph.D. courses (9000-level) at the University-, and should normally be ones, which are in the ordinary remit of the Faculty.

All courses included in the training component must conclude with some form of evaluation or examination with grading. Examinations in the theoretical syllabus are judged as pass or fail, where the award of a pass denotes that a high standard has been attained.

Up to 10 credits can be international research courses or a special syllabus in the form of literary or methodological studies if relevant for the Ph.D.-project..

The international research courses must be assessed by a relevant academic community at the University with respect to objective, scope and type of examination. This assessment has to be enclosed the application.

Subjects taken as a special syllabus must be provided with a description on the form provided for this purpose. This should enable the content, level, and scope of the components in the special syllabus to be evaluated in the same way as the course descriptions on the web pages. The type of examination must also be stated. The description of the special syllabus has to be approved by the Faculty before the course is being taught.

All courses comprising the theoretical syllabus has to be completed and passed before the candidate may apply to the Faculty to have the dissertation assessed.

The Faculty will not, in general, accept courses coded lower than 4000 as part of the theoretical syllabus. Should any such courses be deemed necessary to provide the candidate with a background for other courses or for the dissertation work, these must be taken in addition to the 30-credit framework.

Courses which are older that 2 years at the admission date, can not be used as part of the theoretical syllabus.

It is assumed that courses which are included in the training component did not form part of the admission basis and were not included in previously completed educational modules.

If the candidate does not pass one of the courses in the training component, it can retaken at the earliest the following semester. The department arranges the new examination. The department is also responsible for maintaining a register for each doctoral candidate of the examinations they have passed.

The department's own Ph.D. panel can recommend changes in the training component; they then forward the application to the Faculty for final approval.

## **6.6 Supervision**

Only in exeptional cases should the candidate be assigned a supervisor who is not part of a network of researchers working with related topics. Each candidate is attached to a supervisory committee comprised of at least two supervisors. One of these shall be appointed as the principal supervisor. The Faculty appoints supervisors.

*Principal supervisor* is understood as the supervisor who has the administrative responsibility for the doctoral education of a particular candidate. Normally the main

supervisor will also have the main academic responsibility for the candidate's research training. The principal supervisor should belong to the Faculty or to another institution approved for this purpose by the Faculty. If the principal supervisor is not employed at the University of Oslo, a *subsidiary supervisor* has to be appointed who is employed at the Faculty either permanently or in an II-post.

*Subsidiary supervisor* is a scientist who provides supervision and shares the professional responsibility for the candidate.

All supervisors are required to maintain contact with their candidate and follow the candidate's progress.

The Faculty has produced separate rules for external supervision.

#### **Supervisors' responsibilities:**

- Advise about the formulation and limitations of the research theme and problems for discussion.
- Discuss and assess hypotheses and methods.
- Provide help finding relevant literature and databases (library, archive, etc.).
- Discuss the dissertation plan and presentation (organisation, language, documentation, etc.).
- Keep oneself informed concerning the candidate's progress and compare this with the work plan.
- Help guide the candidate into relevant scientific communities.
- Discuss results and the interpretation of these.
- Give the candidate an introduction to research ethics.
- Help guide the candidate in the dissertation work so that it is of an international standard.

The candidate is obliged to keep the supervisors informed of progress, including presenting drafts of written work to the supervisors.

#### **6.7 Residency requirement**

The Ph.D. programme is a supervised research education. This involves the candidate's presence at the University for at least part of the study period unless prevented by exceptional circumstances. The residency requirement is detailed in the contract and it is the supervisors' responsibility to make sure it is fulfilled. From the Faculty's side the residency requirement is desirable in order to both ensure that the candidate receives adequate training and to strengthen the academic community.

#### **6.8 Quality assurance**

It is the department's responsibility to follow up its Ph.D. candidates. The candidate and the principal supervisor shall each independently submit an annual progress report to the

department. All candidates are offered the opportunity afterwards to discuss their progress with the department. When the department has received both reports from all the candidates, it sends a summary report to the Faculty. Any significant changes and/or special conditions have to be specified in this report. If the reports from the candidate or supervisors is not submitted, after a second reminder this may result in the candidate being removed from the Ph.D. programme.

### **6.9 Termination of supervisory agreement**

The doctoral candidate and supervisor can, by mutual agreement, request that the Faculty appoint a new supervisor for the candidate. The current supervisor may not resign before a replacement has been appointed.

If either the doctoral candidate or the supervisor believes the other is not fulfilling their contractual obligations, then they are required to take up the matter with the other party. The candidate and supervisor shall together try to resolve the situation.

If a doctoral candidate or supervisor finds that the other party is not fulfilling their contractual obligations and they are subsequently unable to reach an agreement in order to resolve the situation, either of them may ask to be released from the supervisory contract. A request for release from the supervisory contract shall be addressed to the Faculty but sent to the department. The party which has raised the complaint must send a copy of their request to the other party.

The decision to release a doctoral candidate and supervisor from their supervisory contract is made by the Faculty, at the recommendation of the department. The department suggests a replacement supervisor who is appointed by the Faculty.

### **6.10 Disputes**

Disputes concerning the academic rights and obligations of the supervisor and the candidate with respect to this Ph.D. programme can be brought by the parties to the department's Ph.D. panel. The decision of the department can be appealed to the Faculty.

### **6.11 Termination of research education**

#### **Voluntary**

#### **termination**

The parties can, at either the candidate's or the other party's initiative, agree to terminate the doctoral education before the agreed time. In such cases an agreement must be entered into which defines the arrangements between the parties regarding any employment conditions, funding, rights to academic results and so forth.



If the voluntary termination is due to the candidate's desire to change his/her research project or move to a different Ph.D. programme the candidate must submit a new application for admission, based on the proposed new project.

A transfer to a Dr. philos. degree is considered a voluntary termination. A dissertation that has been prepared with organised supervision within a Ph.D. programme cannot, however, be submitted for assessment as a Dr. philos. degree unless exceptional circumstances can be shown to justify this. An application for transfer must reach the Faculty no later than 1 year after the date of admission to the Ph.D. programme, and must be well founded.

### **Compulsory**

### **termination**

The Faculty can compulsorily terminate the organised doctoral degree education before the expiry of the candidate's contract period if one or more of the following conditions apply:

- Repeated and significant breaches on the candidate's side concerning the information, follow up or reporting obligations with respect to the regulations.
- Sufficiently serious delay in progress with the research project as to raise doubts as to whether the candidate will be able to complete within the agreed time. In order to be grounds for compulsory termination, the delay must be due to circumstances over which the candidate has control.
- Significant delay in carrying out the training component, caused by circumstances over which the candidate has control.
- Violation of the research ethics guidelines which apply to the chosen subject.
- Conduct by the candidate which betrays the trust that has to exist between the University and the candidate, including criminal conduct related to carrying out the doctoral degree education.

Decisions to implement compulsory termination are made by the Faculty following the recommendation of the department. If the doctoral candidate is employed by the University, the contract may only be terminated if the conditions embodied in the Civil Service Act are satisfied.

## **7. The dissertation**

The dissertation may be presented either in the form of a monograph or as a collection of articles linked by means of an introduction to the work and a summary of the most important results and conclusions. The summary must clearly define the problems which the Ph.D. study set out to investigate and also draw together the results from the component parts into a coherent conclusion, which places them in a wider context.

In order to have the dissertation assessed, the standard of the main parts must be comparable to that found in international scientific papers published within the same general subject area. A responsibility rests upon both the candidate and the supervisor when selecting the research project to take into account the requirement to publish the

results. During the course of the dissertation work results should, as a rule, be submitted for publication to international journals and/or presented at international conferences.

The dissertation shall in its entirety be within the public domain. The award of a doctorate can only be based on the material which is available in the dissertation.

The dissertation shall, unless otherwise agreed beforehand, be written in English, and the candidate shall in addition write a popular scientific article in Norwegian (English if the candidate is a foreigner) which can be used as a popular science presentation. If the doctoral work is a continuation of a Cand. Scient or Master thesis, the results from the latter may be incorporated within the doctoral dissertation on condition that this is clearly stated.

The Faculty has prepared its own rules concerning the use of a joint work.

### **7.1 Patentable inventions and rights to use results of the work**

The Faculty has not produced supplementary provisions on this subject. Please confer with the [Regulations for the degree of Philosophiae Doctor \(Ph.D.\) at the University of Oslo](#), §11 and §17.2.

### **8. Application to have the dissertation assessed**

Three months before the planned disputation the doctoral candidate must apply on a special form to the Faculty-, to have the dissertation assessed. With this application, the principal supervisor encloses the "Adjudication committee form" including the habilitation schemes filled out by each of the proposed opponents. The application is then sent to the department's Ph.D. panel together with one copy of the dissertation draft.

If the Department accepts the application, the list of the proposed adjudication committee members including the habilitations schemes is sent to the Faculty for appointment. An overview of the candidate's theoretical syllabus must be enclosed. The training component must be completed and all courses passed before the application is submitted.

When the committee has been appointed the Department sends one copy of the dissertation draft to each of the members. If the dissertation includes articles with more than one author, author statements for each article must be enclosed. The extent of the candidate's contribution to the article must be stated.

### **9. Appointment of the adjudication committee**

In order to evaluate the trial lecture, the dissertation, and its defence, the Faculty Board or the authority delegated by the Board appoints an adjudication committee of at least 3

members based on the recommendations of the department. These recommendations are submitted on a special form and must include the following:

- The final title of the dissertation
- Full name, title, and address of all the proposed committee members
- Grounds for selecting the committee members.
  - Normally the examination committee shall consist of members of both sexes, and at least one member shall come from a foreign institution. If the list of recommendations does not comply with this, the reason must be explained
  - The proposal should demonstrate how the committee as a whole covers the subject field of the dissertation
- A declaration that the proposed members of the committee have been approached and have confirmed that they are willing to accept the task
- A declaration of the proposed committee members' academic qualifications
- The provisions relating to disqualification in section 6 of the Public Administration Act apply to the committee members
- Supervisors and the candidate's co-authors are specifically excluded from membership of the committee

The Faculty informs the department about the appointment, while the department informs the candidate and the members of the adjudication committee. The department shall also make sure that each member of the committee is sent a copy of the dissertation and a copy of the current regulations. The committee is also informed about deadlines, which apply to the evaluation.

#### **10. The committee's recommendation and its implementation**

The examination committee has a period of 6 weeks after receiving the dissertation to present a statement of its opinion with provisional comments.

If the adjudication committee concludes that the dissertation may be defended without major changes, the candidate is given a time limit of 1 month to incorporate these changes within the final dissertation. The disputation can take place without further assessment of the dissertation by the committee.

In cases where the adjudication committee concludes that after revision the dissertation can presumably be defended, but that significant changes must first be made, the candidate is given a longer period to rework the final dissertation. The time limit is then normally set at 6 months, but may be set at up to 1 year. A demand for such revision is not a refusal to examine the dissertation, but the extent of the amendments requires that the committee must subsequently evaluate the revised dissertation in order to determine whether it is worthy of being defended for the Ph.D. degree.

If the examination committee concludes that the dissertation cannot be reworked within 1 year, the dissertation shall be refused.

A doctoral dissertation, which has been refused may only be resubmitted in revised form once. The earliest this can be done is 6 months after refusal. If a revised version of a dissertation is submitted for new evaluation, at least one member of the original adjudication committee should be involved in the new committee's work.

The committee's final conclusion must reach the Faculty no later than 4 weeks before the planned defence and the following aspects must be included in the dissertation evaluation:

- A short description of the contents and objectives of the study.
- The candidate's original contribution.
- The strength and weakness of the dissertation.
- Comments regarding the level of the dissertation within an international setting.

The Dean makes a resolution whether the candidate should be given permission to defend his/her dissertation.

### **11. Submission of dissertation**

If the dissertation is accepted for defence, 50 copies shall be available at the disputation. In addition 1 copy shall be sent to the local Library, 1 copy is sent to the Faculty library and 6 copies shall be sent to The National Library of Norway, location Mo i Rana. The dissertation shall be printed and publicly available at the University Library 2 weeks before the disputation, at the latest.

The candidate must also, and at the latest 4 weeks before the planned disputation, send in to the department a popular scientific description of the work that has been carried out together with the completed form with personal information.

At the latest 2 weeks before the trial lecture the department sends a message to the Faculty stating the time and place for the trial lecture and the disputation, together with the the popular scientific description and the candidate's personal information. The description will be used as a press release and in a presentation on the web, and must be submitted electronically.

### **12. Trial lecture and disputation**

As part of the evaluation for the Ph.D. degree, one trial lecture shall be given on an assigned subject. The trial lecture must be approved before the disputation can be held. The department itself arranges the trial lecture and disputation, but the Faculty is responsible for the announcement.

#### **12.1 Trial lecture**

The trial lecture shall test the candidate's scientific maturity and thus the subject shall lie outside the specialized area of the dissertation. The trial lecture shall also test the candidate's ability to organise material and time, and shall last for 45 minutes. The adjudication committee provides the theme/title for the lecture. The candidate is given 10 working days in which to prepare it.

### **12.2 Report on the trial lecture**

After the trial lecture, the committee prepares a report on a special form. The following aspects can be included in the evaluation of the trial lecture:

- The candidate's choice
- 
- of material.
- The structure and organisation of the lecture.
- Comprehension and maturity.
- Presentation technique, including use of visual aids.

The report shall conclude with a pass/fail verdict.

### **12.3 Rejection of trial lecture**

If the committee finds it is unable to approve the trial lecture, the candidate is allowed one more attempt, at the earliest after a period of six months. The new trial lecture should, if possible, be judged by the same committee that did the evaluation the first time.

In cases where the committee has not passed the trial lecture, the committee's report shall include advice to the candidate concerning which aspects need improvement.

### **12.4 Disputation**

The head of the department is authorised by the Dean to lead the disputation. If the head of the department is prevented from doing so, a deputy head or a senior researcher from the department may assume the role. The candidate's supervisor and the committee's administrator are barred from leading the disputation.

The disputation leader opens the proceedings with a short formal introduction of the candidate, then briefly describes the selection of the adjudication committee and informs those present about the delivery of the trial lecture. The candidate is then asked to present his/her scientific work. The presentation should not exceed 45 minutes.

Two of the adjudication committee's members act as opponents. The candidate's work is put in an international context by one of the opponents before the discussion of the dissertation starts and the candidate is given the opportunity to defend their work.

When both opponents have completed their opposition, the leader of the disputation invites the other people present to take part in the discussion.

Finally, the candidate makes a short speech of thanks before the disputation leader declares the disputation closed.

When the disputation has closed the adjudication committee has a short meeting. The disputation leader is given the opportunity, on behalf of the adjudication committee, to announce the results of the disputation.

### **12.5 Submission of report**

After the disputation the adjudication committee prepares a report on a special form. The report is an evaluation of the dissertation and its defence.

For grading the disputation, pass/fail shall be used.

### **12.6 New examination**

If the disputation is not approved, the candidate may defend the dissertation one more time, at the earliest after a period of six months. The new examination shall, as far as possible, be judged by the same committee that evaluated the original attempt.

## **13. Conferring and diploma**

Following the adjudication committee's advice, the Faculty decides whether the candidate can be awarded the degree. The certificate for the diploma, including the diploma supplement, is issued by the Faculty. The Dean and the Faculty Director sign the certificate, which names the department(s) where the study was carried out, the project's subject area, the dissertation title, the subject of the trial lecture and a list of the training component courses. In addition to the certificate the doctor receives a diploma signed by the Rector and Dean-, that is handed over at the degree conferring ceremony.

## **14. Appeals**

Appeals concerning admission/application procedures or approval of the training component must be directed to the body which has handled the application, so that they have an opportunity to review their decision. If they confirm their original decision, the appeal procedure shall be:

- If the complaint concerns a decision made at departmental level, the appeal is sent to the Faculty. If the Faculty supports the department's decision, the appeal may be taken to the University Board.
- If the complaint concerns a decision made by the Faculty, the appeal is passed on to the University Board.

### **15. Exemptions and authority**

The Faculty may give exemptions from this programme in special cases.

The Dean has the authority to approve minor changes in this programme. The Faculty Board has to be informed of these changes.

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