Supplementary provisions for the degree philosophiae doctor (PhD) in science at the Faculty of Science and Technology, UiT – The Arctic University of Norway

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These provisions are supplementary to the Regulations for the degree of philosophiae doctor (PhD) at UiT – The Arctic University of Norway

Applicability (cf. Section 1 of the PhD regulations)
The supplementary provisions apply to the PhD in science at the Faculty of Science and Technology at UiT – The Arctic University of Norway.

The programme board for the PhD in science is called the Committee for Research Training.

Admission requirements (cf. Section 6 of the PhD regulations)
In order to be accepted for the PhD programme in science, the applicant must document sufficient potential for research.

In order to gain admission to the programme, the applicant must have an average of C or better in his/her Master's degree and for relevant subjects of his/her Bachelor's degree.

If the research group is of the opinion that the candidate lacks necessary knowledge within the discipline, the faculty, on advice of the research group, require that the candidate takes some special additional courses over and above the programme description.

An individual assessment of the competence of applicants whose basis of qualification is a Master's degree of fewer than 120 credits may be performed. Other competence equivalent to the missing credits in the Master's degree must be documented. The assessment of this documentation will be carried out by the PhD administration. This assessment must clearly stipulate the number of credits for the various courses/activities.

Applicants with a Master's degree that does not include a Master's thesis do not qualify for admission to the PhD programme.

For instance, an applicant who has completed a Master's degree of 90 credits may qualify for admission to the PhD programme through:
- writing a thesis of 30 credits
- taking courses in relevant subjects areas at advanced level
- Specialized syllabus at advanced level

The Faculty of Science and Technology allows applications for admittance to the PhD program in Science from self-financed PhD applicants.

To ensure a good connection with our research environment, all applications must be sent with support from one of our Departments. The Department must have the main supervisor in place, and the applicant, all supervisors and the Head of Department must sign the project description.

At The Faculty of Science and Technology, it is a requirement that the applicant has a minimum of NOK 20 000 each month to cover living expenses. The applicant must submit a bank statement that document that they have this amount in their bank account for the first year at least. In addition, all costs relating to infrastructure, running costs and overhead must be examined. The applicant will be charged with all direct costs relating to his PhD study. Should the relevant Department wish to cover these costs, the Head of Department must certify this. An agreement must be made between the applicant and the relevant Department, detailing all costs and how they are to be divided between the applicant and the Department. This must be done before the applicant is admitted to the PhD program.

**Application (cf. Section 7 of the PhD regulations)**
The applicant must submit an application for final admission and a project description to the Faculty of Science and Technology no later than two months after the starting date.

The description of the research project should be 2-10 pages long and must include a schedule for the various parts of the research work. The project description must be signed by the applicant, the main supervisor and the Head of Department.

**Admission committee (cf. Section 8 of the PhD regulations)**
The Committee for Research Training at the Faculty of Science and Technology is responsible for admission to the PhD programme in science. The Appointment Committee has the authority to grant provisional admission on appointment to a PhD position.

**Decisions concerning admission (cf. Section 9 of the PhD regulations)**
The Appointment Committee may grant provisional admission to the PhD programme in science on appointment to the PhD position. The final decision on admission, including approval of the project description, is made by the Committee for Research Training.

When the number of applicants to the PhD Trainee School in Arctic Marine Geology and Geophysics exceeds the positions available, the Board of the PhD Trainee School in Arctic Marine Geology and Geophysics may propose criteria for ranking of the qualified applicants.

**Admission to courses in the instruction component (cf. Section 10 of the PhD regulations)**
The Student Administration at the Faculty of Science and Technology has the day-to-day responsibility for admission to PhD courses.

PhD students wishing to take courses that will not form part of their instruction component must apply for ordinary admission as a course student within the applicable rules and deadlines.

**Right to study (cf. Section 12 of the PhD regulations)**
The Committee for Research Training considers matters relating to the right to study. If the candidate does not complete the programme within two years of the nominal length of
study, he/she may apply to extend their right to study. The application must include the grounds for the delay and a plan for completing the programme. Further, it must be signed by the PhD student and the main supervisor.

**Leave of absence (cf. Section 13 of the PhD regulations)**
The Committee for Research Training processes applications for leave of absence.

**Instruction component (cf. Section 15 of the PhD regulations)**
The instruction component for the PhD in science must contain courses equivalent to 30 credits, comprising 20-27 credits in the field of mathematics and natural science, 3-6 credits in philosophy of science and ethics and, if desired, up to 4-7 credits of courses in transferable skills. The maximum amount of credits allowed for philosophy of science and ethics, and transferable skills, is thus 10 credits. All the elements of the instruction component must be at PhD level.

For students with projects relating to subject didactics, the instruction component must contain courses equivalent to 30 credits, comprising 20-27 credits in the field of mathematics and natural science and/or subject didactics, 3-6 credits in philosophy of science and ethics and, if desired, up to 4-7 credits of courses in transferable skills. The maximum amount of credits allowed for philosophy of science and ethics, and transferable skills, is thus 10 credits.

For students at the PhD Trainee School in Arctic Marine Geology and Geophysics, the instruction component must contain courses equivalent to 30 credits, comprising 20-27 credits in marine geological or geophysical subjects, 3-6 credits in philosophy of science and ethics and, if desired, up to 4-7 credits of courses in transferable skills. The maximum amount of credits allowed for philosophy of science and ethics, and transferable skills, is thus 10 credits. The courses GEO-8144 Arctic Marine Geology and Geophysics Cruise and GEO-8145 Workshop in Arctic Marine Geology and Geophysics are compulsory for students at the trainee school. Equivalent courses may also be approved.

The content of the instruction component must be such that when combined with the work on the dissertation they jointly provide the necessary professional scope and specialization.

**The following types of courses may be included in the instruction component:**

1. **Ordinary PhD courses and Special Curriculums selected by the student taken at UiT**

   The courses should be assessed using either the grades pass/fail or the scale from A-F. For the latter, the courses must be passed with a grade of C or better in order to be approved as part of the instruction component. The special curriculum selected by the student must follow the current rules for grading and examinations.

2. **Ordinary PhD courses and special curriculums selected by the student taken at other accredited higher education institutions**

   Applications for specific recognition of such courses should be forwarded to the Committee for Research Training. The student’s supervisor must confirm that the course is relevant and may be included in the individual instruction component. The transcript must be attached to the application. The same rules for grading are applicable as for courses taken at UiT.

3. **National and international PhD courses arranged by, or in collaboration with, accredited higher education institutions**
Applications for specific recognition of such courses should be forwarded to the Committee for Research Training. The student’s supervisor must confirm that the course is relevant and may be included in the individual instruction component. The application must contain documentation of the teaching arrangements. It must be evident that the course is at PhD level. If the scope of the course is not expressed in credits, an overview of the number of hours spent on completing the course must be attached. One credit is equivalent to approx. 25-30 hours of work. A certification of participation must be attached.

4. National and international PhD courses arranged by research institutions or other actors

In order for such courses to be included in the instruction component, they must be approved as a special curriculum selected by the student. Special curriculums are approved by the Head of Department at the department in question and must follow the current rules for grading and examinations.

Academic supervision (cf. Section 16 of the PhD regulations)

As a general rule, the main supervisor should have a permanent position at the department where the student has the closest scientific connection. At least one of the supervisors must have previous experience as a PhD supervisor.

Although a co-supervisor may be responsible for the day-to-day supervision, internally or externally, the main supervisor has the overall academic responsibility. Reports and written work must be presented to all supervisors.

The PhD student should have regular contact with his/her supervisors and should participate in an active in a research group. Consequently, the PhD student should stay at UiT for part of the effective period of study, unless special conditions determine otherwise.

At the PhD Trainee School in Arctic Marine Geology and Geophysics, researchers in permanent positions at UiT are responsible for supervising the PhD students in collaboration with researchers/ post docs at the PhD trainee school or other relevant research institutions/companies or national/international PhD trainee schools. Each PhD student will have an advisory committee consisting of at least three members. At least one of the members must be from the Department of Geology at UiT and at least one from one of the other partner institutions of the PhD trainee school (Geological Survey of Norway, Norwegian Polar Institute or UNIS). This committee is responsible for the academic follow-up and should meet regularly with the PhD student.

The advisory committee has primary responsibility for facilitating that the PhD student takes an active part in the research group along with the senior researchers, post docs and other PhD students. One main supervisor affiliated to the PhD Trainee School in Arctic Marine Geology and Geophysics will be appointed for each PhD student. Emphasis will be attached to individual and day-to-day follow-up by students and post docs working in a team. If the project is led externally, it is natural for the project manager to be a member of the advisory committee. Supervision is regulated by the “Contract for admission to the PhD programme”, which covers the PhD students, supervisors and faculties.

Requirements for the PhD thesis (cf. section 19 in the PhD regulations)

The language of preference for a PhD thesis in science is English.

Decisions relating to whether two or more students may present a joint thesis must be decided on a case by case basis by the Committee for Research Training upon a proposal from the research group in question.
Voluntary termination (cf. Section 24 of the PhD regulations)
The Committee for Research Training deals with matters relating to voluntary termination of contract.

Submission (cf. Section 26 of the PhD regulations)
PhD theses in science must be submitted for assessment via UiT’s open research archive Munin. The thesis must be submitted as one complete file, which includes a front cover that is in keeping with the template from UiT.

In addition, a press release (designed using the template on the faculty’s PhD website) should be submitted to the faculty administration.

If the thesis is approved for disputation, the PhD candidate is responsible for the printing of 50 copies. Eight of the copies must be submitted to the Faculty of Science and Technology.

Appointment of the Evaluation Committee (cf. Section 27 of the PhD regulations)
The Committee for Research Training should appoint an Evaluation Committee. The departments should normally propose an evaluation committee at the same time as the thesis is submitted. The deadline for proposing an evaluation committee is four weeks after submission.

Recommendation (cf. Section 31 of the PhD regulations)
The report from the evaluation committee must be available no later than 20 days before the planned disputation.

When the committee’s evaluation is unanimously positive, the thesis is worthy of being defended for the degree of Philosophiae Doctor (PhD).

The Committee for Research Training considers the report from the evaluation committee, when the report is unanimously negative or there is a dissension.

The trial lecture (cf. Section 34 of the PhD regulations)
Candidates for the PhD in science are required to hold one trial lecture on a given topic. The objective of the trial lecture is to document the candidate’s ability to impart research-based knowledge to others. The trial lecture is intended to test the candidate’s professional maturity and, therefore, it must be on a subject outside the specialist field of the thesis. The trial lecture should be structured so it is beneficial to an audience with knowledge equivalent to that one would anticipate among advanced students in the subject. In the assessment of the trial lecture, emphasis should be attached to both the academic content and the candidate's ability to impart knowledge. The duration of the trial lecture should be 45 minutes.

The trial lecture must be held in the same language as the thesis is written or in Norwegian.

Defending the thesis (cf. Section 35 of the PhD regulations)
The discussion about the thesis will commence after the candidate has given a presentation, not exceeding 45 minutes, of his/her thesis. Two of the members of the committee will function as opponents, and the candidate will be given the opportunity to defend his/her thesis. Other members of the audience will be given the opportunity to participate in the discussion ex auditorio. The discussions should not last more than two hours.