Guide for the PhD programme in Humanities and Social Sciences
Faculty of Humanities, Social Sciences and Education
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1 Introduction

This manual provides an overview of the various aspects of being a PhD student at the Faculty of Humanities, Social Sciences and Teacher Education (initialized as “HSL-fak” in Norwegian). It is aimed especially at those students who have recently been admitted, but is also suitable as a reference guide for all PhD students and supervisors. Here you will find information on the many aspects of being a PhD student. We also stress the importance of both the student and the supervisor familiarizing themselves with the regulations and becoming acquainted with their rights and obligations.

Most issues related to the doctoral programmes are governed by the regulations for the degree of philosophiae doctor (PhD) at UiT The Arctic University of Norway and the faculty’s supplementary rules to the regulations that are applicable to the PhD programme in the humanities and social sciences. A PhD student who is employed in a PhD position is also obliged to familiarise him or herself with the staff regulations. All information regarding the PhD education referred to in this manual can be found on www.uit.no/hsl/phd

2 Being a PhD student

Upon admission to the PhD programme, the student is incorporated into a research community, with the requirements and expectations that apply in such a community. The goal of all research, including the work on the dissertation, is to make an independent contribution to research in your particular field of study. The basis for this is created through an educational component and by communicating and discussing findings and challenges in an academic environment, primarily with one’s appointed supervisors. The student is also subject to a formal obligation to report progress in the form of annual reports to the department/centre, and the faculty.

The department/centre and faculty are obliged to facilitate the conditions for the progress of the doctoral project and for the completion of the required training. However, students also have an independent responsibility to keep pace with what is happening in their academic field and to take an active part in relevant activities. It is especially important that PhD students try to create networks between themselves and orient themselves towards relevant people and environments within and across the discipline/department/centre. This kind of
network is a vital resource both for the completion of the doctoral project and for a possible further career as a researcher.

On the one hand, a PhD student is subject to a study programme and the regulations that apply to that programme. In other words, the student is in an educational or training role and will therefore not immediately achieve the status equal to a researcher in an established research community. The student must develop that status over time through efforts in research work and participation in training.

On the other hand, the student is also a colleague in a research group. By being admitted to the PhD programme, the student has been granted academic recognition for representing research expertise in a certain field, although it remains to be “proven” that the project can be completed and that the student is able to unlock the knowledge as expected.

This is an ambiguity that the student must deal with and with which it is important to have a conscious relationship. In some cases, the role as student will come into focus, for example in questions regarding progress in the dissertation work and in the completion of the courses/seminars required in the educational component. In other cases, the role of colleague will become most important, for example when the student presents his/her research project within the academic environment, at conferences, and in the form of publications.

Another ambiguity associated with these two roles is that despite the flexibility inherent in the student role, the student as staff member and employee must adhere to the rules that apply in the workplace, both in terms of attendance at the place of work, vacation periods, illness, etc.

PhD students employed in doctoral positions at the faculty will normally have academic ties to the department/centre at which the position is offered; this same unit also has personal responsibility for the PhD candidate. Most often, the student will have one or both of their supervisors here. However, ties with and participation in research group(s) can take place across units.

PhD students with external employers, or candidates appointed at other UiT units, will be admitted to an academic environment at one of the departments/centres based on the academic nature of the doctoral project and the unit to which the supervisor belongs.

PhD students’ ties to the department/centre and the faculty can vary widely. Some are university fellows with 75 % of their time for their studies and 25 % obligatory duties (4-year
appointment). Others are fellows with all their time for their studies and without any obligatory duties (3-year appointment). In these cases, UiT is an employer and the student is appointed at the department/centre. However, certain candidates are employed at institutions other than UiT. For these candidates, it can be difficult to integrate into the department’s/centre’s academic environment. The departments/centers are responsible for integrating all their PhD students into the academic environment/academic activities, even though for periods they may not be able to be physically present in the academic environment on a daily basis due to the conditions of their employment.

**The HSL faculty has seven departments and four centers. These are:**

Department of Social Sciences (ISV)

Department of Philosophy (IFF)

Department of Archaeology, History, Religious Studies and Theology (AHR)

Department of Language and Culture (ISK)

Department of Education (ILP)

Department of Tourism and Northern Studies (IRN)

Department of Child Welfare and Social Work (IBS)

Centre for Peace Studies (CPS)

Centre for Sami Studies (SESAM)

Centre for Women’s and Gender Research (SKK)

The Barents Department (BAI)

In addition, various academic communities at the faculty participate in local, national and Nordic research schools. Information regarding research schools can be found on the faculty’s website.
The faculty’s Research, Education and Communication Section (FUFHSL) and the PhD Programme Board are some of the most important bodies when it comes to questions about your rights and obligations as a PhD student.

2.1 The PhD programme board
The PhD Programme Board is the board for the PhD programme in the humanities and social sciences at HSL faculty. The PhD Programme Board is composed of the following: chair, three ordinary members (and three deputy members), and one student representative (as well as one deputy member for the student representative). The chair is the Vice Dean of Research. The ordinary members are appointed by the dean from among those permanent scholarly staff with a doctorate background and with an interest in the doctoral training programme. To the extent that it is possible, the widest possible representation from the departments/centres has been sought. The members sit for 4 years at a time and follow the same period of incumbency as the faculty board. The PhD students make their own choice of student representative and deputy for the PhD Programme Board. These are chosen for one academic year (1 August–31 July). An overview of the members of the PhD Programme Board can be found here (in Norwegian).

The PhD Programme Board has the following authority and duties (cf. regulations for the faculty adopted June 2014):

- The Board shall provide advice and recommendations concerning the faculty’s research training programme.
- In connection with admission, training and quality assurance, the Board shall:
  - Have overall responsibility for the research training programme
  - Process applications for admission to PhD programme from fellows at other UiT units and applicants from persons without a position as fellow at UiT
  - Complete the admission of fellows appointed by the faculty (processing of any revised project description, educational plan, stipulation of the period of admission, and possible supplementation of supervisors)
  - Appoint supervisor(s) on the proposal of the relevant department/centre
  - Approve fundamental changes to the agreement on admission to the research training programme
- Approve the mandatory termination of the doctoral education and the cancellation of the PhD agreement in the event of the student’s breach of obligations under the agreement
- Approve the students’ instructional component in the PhD study
- Approve progress reports
- Appoint an assessment committee to evaluate submitted dissertations on the recommendation of the relevant department/centre
- Approve the creation of PhD courses at the faculty and have overall responsibility for coordination for the faculty offering PhD courses
- Handle issues regarding new curricula and changes to the curriculum for the individual subject areas

3 Start of the PhD studies

The appointment committee or the PhD Programme Board undertake admission to the PhD study. This is done on the basis of a professional assessment at the individual department/centre.

3.1 Project description and individual educational plan

Revised project description: Occasionally there is a requirement for the PhD student to submit a revised project description prior to final admission to the PhD programme. In such cases, the revised project description is submitted to the faculty. The faculty will process the matter further and forward it to the applicable unit for academic assessment. The department/centre recommends admission/non-admission, proposes supervisors, and decides what the distribution between the respective supervisors (minimum two) should be.

Educational plan: All PhD students have to fill in a form for an individual education plan that is then sent to the faculty. It ought to show plans for both compulsory education (the instruction component) and for the PhD project and dissertation work.

The instruction component counts for 30 credits, which corresponds to 6 months of study (1 study point counts as approximately 25–30 work hours). The requirements for the compulsory educational component are:
• Scientific theory and research ethics. Total 10 credits.
• Dissemination. Total 5 credits.
• Subject-specific theory and method/Professional approaches and positions. Total 15 credits.

The courses in the training section are intended to provide a professional foundation for the further work on the PhD project and dissertation and are therefore recommended to be taken early in the study. We recommend that the educational component be completed within the first two or three semesters of study. It may therefore make sense to investigate which possibilities exist for relevant courses and conferences at UiT and at other educational institutions at home and abroad as early as during the application process. The UiT online course catalogue contains more information about which courses are being arranged for upcoming semesters. The faculty collaborates with other universities on a national research seminar portal for social sciences where an overview of the institutions’ PhD courses in social sciences is provided. See here.

The educational plan should register activities and milestones (in the form of keywords), semester by semester, until submission and public defense of the dissertation in your final semester of study. This may, for example be; a literature review, submission of the project to the Norwegian Centre for Research Data (NSD) for approval, data collection/fieldwork, development of the interview guide, sorting or summarizing of data material, in which semester any prospective first, second or third articles will be started and completed, and in which semester mid-way evaluation should be completed (in 3rd or 4th semester for students on 3-year appointment agreements, and in 4th or 5th semester for students on 4-year appointment agreements). Mid-way evaluation is compulsory for all PhD students with admission in the autumn of 2018 and later. If a research visit to a host institution abroad are planned, this should also be included in the plan. If the student is employed in a fellowship position with compulsory duties, the agreed selection of compulsory duties should also be included in the plan. Compulsory duties must be coordinated with the education plan for the PhD study so that planned research activities in the work on the PhD project or PhD courses do not have to be postponed, leading to delayed study progression. The plan and selection of compulsory duties is agreed with the institutional management in consultation with the supervisor. For PhD students with an external employer, the plan must state for which periods the student will have his or her place of work in the academic environment at the HSL faculty.
During the admission period, there is a requirement to stay for a total of 12 months at the institution granting the degree.

### 3.2 PhD agreement concerning admission

When the educational plan and project description are approved, the faculty will send you a PhD agreement consisting of two parts (parts A and B). However, PhD students who are not employed at UiT will receive an agreement consisting of 3 parts (parts A, B and C). The agreement should be entered into as follows:

Part A: Everyone who is being admitted to a doctoral programme should complete a general part. This includes the PhD student’s individual education plan. The contractual parties to Part A are the student and the faculty.

Part B: All students who are being admitted to a doctoral programme should complete the agreement on academic supervision in the doctoral programme. The contractual parties to Part B are student and supervisors. All formally appointed supervisors should be included in the agreement. Any changes to the supervision agreement must be written in Part B, item 3.

Part C: Those students who have a place of work at another institution must in addition fill out an agreement between student, employer/external institution and the university on the completion of the doctoral study. The agreement can also be used if a student has a job at a different department/centre or faculty at the university than the HSL faculty where he/she is affiliated with under Part A of the admission agreement.

Each student is responsible for ensuring that the agreement are signed and returned to the faculty within a specified deadline. After the PhD agreement has been returned and signed by the faculty, the admission process is considered complete.

### 3.3 Admission period and study rights

Students are admitted to the PhD programme for a given period, usually 3 or 4 years, and with a set date of completion. If the student does not complete the dissertation by the end of the admission period, he/she may request the retention of his/her study rights for 2 years beyond the original admission period (cf. section 12 of the PhD regulations), for a total of 6 years.
The total admission period of 6 years includes any extension of the admission period as consequence of valid leave (e.g. maternity leave, sick leave or similar). Note that the student may be required to provide funding for the excess period. If the student is granted sick leave, the medical certificate must be delivered to the nearest head (department’s head/office manager) who is responsible for following up those on sick leave. PhD students who are not employed in a PhD position at UiT must arrange this with their own employer. External employers must notify the faculty of any extensions granted to the fellowship position as a result of valid leave so that the faculty can extend the period of admission with a corresponding new date of completion.

The student has the right to extend the scholarship period if he/she can demonstrate 14 days or more of continuous sick leave. The student must apply for an extension based on the sick leave him/herself. Applications are addressed to your own department/centre. A new date of completion will then be calculated and notified to the faculty. In such cases, the right to study on the PhD programme will be set equal to the date of completion in the PhD position.

If the dissertation is not completed before the right to study ends (original admission period of 3 or 4 years + 2 years extension according to section 12), the student may apply for an additional extended right to study if he/she plans to submit the dissertation within a reasonable period of time (6 months) (cf. item 12 in the supplementary rules). Such applications must be sent to the faculty (before the period of study expires) and must contain a reason for the delay, as well as a progress plan for the completion of the dissertation. The application should be prepared in collaboration with the supervisor.

If the faculty does not receive an application for an extension of the right to study, it will expire. However, termination of the right to study is usually no obstacle to submitting the dissertation at a later stage and applying to have it assessed for the PhD degree. However, this possibility assumes that the educational component was completed and approved before the term of study expired. Please note that the elements in the instruction component is considered outdated 7-8 years after the courses was completed. In previous cases where a former student has applied to have their dissertation evaluated for the PhD degree, the faculty have granted permission to applicants that had elements in their instruction component that was close to 10 years since completing the courses. The option for former PhD student that has not been found qualified to have their doctoral dissertation evaluated for the PhD degree, can apply and present themselves for the degree doctor philosophiae (dr.philos.)
Upon termination of the right to study for the PhD degree, the IT user account as a student at UiT will be terminated. He/she can no longer request supervision; access to office facilities and databases at the University Library, for example, is blocked. If access to the bases is still desired, the department/centre can be contacted and alternative user access can be requested.

4 Instruction component and courses

4.1 Instruction component
The aim of the instructional component is to further develop the scientific competence acquired by the PhD student throughout the course of previous studies. It will provide knowledge and skills beyond the work on the dissertation and will underpin the dissertation work. We recommend that the requirements and choice of courses/seminars/conferences be discussed with supervisors and/or the academic environment. Information on requirements for the instruction component can be found in the supplementary rules of the faculty, item 15.

The HSL faculty offers common courses for PhD students that cover the requirements for the compulsory components of the instruction component in scientific theory, research ethics and dissemination. Courses in these subjects are offered annually, either in the autumn or spring semesters, while an optional course in research method is offered every other year. The departments/centers are responsible for offering subject-specific topics in theory and method or in special topics and positions. Some of these go into fixed rolling plans, while others are arranged only as one-off courses.

The documentation requirements in order to gain approval for PhD courses (which are prescribed with credits) in the instruction component are:

- Local, national or international PhD courses (doctoral degree courses) arranged with credits are usually approved with the stated number of credits.
- Approved participation/papers/examinations must be documented with a transcript of grades, course certificates or similar.

Documentation requirements in order to have conference attendance assessed as credits are:

- It should be a scientific or academic conference. This means that the theme of the conference is scientific, and that the speakers are researchers. The content of the
conference must be relevant to the educational component into which the credits are to be accommodated: subject-specific theory and method/academic approaches and positions.

- **Model 1**: In order to grant 3 credits, the conference must extend over 2 days, and the PhD student must have presented at least 15 minutes. The extent of work must be 90 working hours.

- **Model 2**: In order to grant 5 credits, the conference must have a minimum duration of 2 days, and the PhD student must have had a presentation of at least 20 minutes. The extent of work must be 150 hours.

- Documentation regarding attendance and presentations must be attached: the list of attendees and the conference programme, for example. The student’s presentation must be documented in the form of a text manuscript or equivalent.

- Participation at conferences of shorter durations, or participating without presenting, will not be approved with credits in the instruction component

- It is only possible to have one conference attendance approved during the educational component.

The educational component must be approved before the dissertation can be submitted for assessment. The student completes and sends the form for approval of the educational component to the faculty, in which it is requested to have the entire educational component approved. The PhD Programme Board approves the educational component.

Requirements for approval of the instructional component are:

- At a minimum, the application must contain the approval of parts of the educational component (theory, method, scientific theory/ethics and/or dissemination), preferably the entire educational component.

- In cases where there is doubt as to whether the course or conference can be approved, separate applications for approval of the course/conference should be sent.

- The student must state which course/conferences he/she wishes to fit into the various sections of the educational component.

- There should be no direct content overlap between courses and/or participation at conference.
In practice, the approval occurs like this:

- The faculty is the case manager for the applications.
- The chair of the PhD Programme Board (Vice Dean of Research) approves the entire educational component. The Board is informed through the sending of copies.
- The faculty draws up a response letter to the student.
- Complaints are dealt with by the PhD Programme Board.

### 4.2 Courses

Compulsory courses offered annually by the HSL Faculty:\(^1\):

- SVF-8038 Research Ethics, usually spring (3 credits)
- SVF-8049 Scientific Research Communication, usually spring (2 credits)
- SVF-8048 General Research Dissemination, usually autumn (3 credits)
- SVF-8054 Theory of Science, usually autumn (7 credits)

Optional courses:

- SVF-8040 Qualitative Research, offered every other year, usually spring (5 credits)
- GEN-8001 Take Control of your PhD Journey, usually spring and autumn (2 credits)

The High North Academy (HNA) is a unit of the university that organizes intensive, non subject-specific PhD courses in which participants can often use their own data and results. Many of the courses HNA offers are considered generic or ‘transferable skills’ and will not be eligible for credits in the instructional component. You can find a link to HNA [here](#).

All PhD courses offered at the university can be found in the [online course and seminar catalogue](#).

A national research seminar portal specifically for the social sciences has also been developed in which universities in Norway participate and publish overviews of the PhD courses they offer. You can find a link to that portal [here](#).

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\(^1\) SVF-8049 and SVF-8048 will be replaced by a new PhD course in dissemination starting up in the Tall term 2020.
5 Supervision and dissertation

5.1 Supervision
In connection with the admission, the appointing committee or the PhD Programme Board formally appoints supervisors. The department/centre is responsible for ensuring that the appointed supervisors have expertise and available capacity to supervise. In accordance with the faculty’s supplementary regulation to the UiT’s regulations concerning the PhD degree, there must be a minimum of two supervisors. The main supervisor should normally be employed at UiT, have doctoral degree himself/herself and be an active researcher within the field of the student’s PhD project. He/she should also have prior experience in supervision of PhD student and/or formal training in research supervision.

Upon admission, a formal agreement (part B of the PhD agreement) is entered into between you and the supervisors, which is mutually binding. In addition, UiT has Ethical guidelines for supervision. These can be found here.

PhD students can receive a total of 240 hours of supervision, including the time the supervisors need for preparation and follow-up work (for example, to read chapter drafts, etc.). This equates to 40 hours per semester over 3 years, or 30 hours per semester over 4 years.

At the start of the PhD studies, the student and the supervisor will put together a plan for the work on the dissertation and the instructional component. This will be the student’s individual education plan against which progress throughout the studies is measured. The education plan is discussed in more detail in section 3.1.

The academic dialogue with supervisors is central to the work on the dissertation. This collaboration should start as soon as the formal admission is in place. The supervisor’s foremost task is to assist you in the work on the dissertation. This includes far more than reading through finished chapters or articles. Students’ needs will often be individual and varied. The supervisor can be regarded as a professional mentor who also assists the student in establishing a professional network, getting to know an international research environment, discussing work routines, and more.

Initially, the guidance will often be about developing the work plan for the project, as well as discussing the framework for the supervision. During this phase, it is important that the
student and the supervisors become acquainted with each other, so that a positive basis for the cooperation will be established in the future. Further in the study, discussions about the dissertation itself will become increasingly central. Most people experience problems to a greater or lesser degree along the way, both professionally and personally. If the student has established a mutual relationship of trust with his or her supervisors early in the course, it will be easier to contact them if problems should arise. The supervisors are there, not least to help in academically challenging situations. If the problems are of a more personal nature a PhD student employed at UiT, can make an appointment with the employees’ health service, HEMIS. In such situation it may be helpful to contact the supervisors to discuss possible revisions to the studies work plan.

If the PhD student and/or supervisor feels that the relationship is not working as desired, that there is a need for other competence in the supervision, or that for other reasons a change of supervisor is desired, this should be a simple decision. A simple application with reasons for changing the supervisor is sent to the department/centre. You can seek advice from the Head of Department/Deputy Chair/PhD Coordinator or the Section for Research, Education and Communication.

5.2 Mid-way evaluation
Midway through the study, the PhD student and supervisor(s) will receive an assessment of the progression of the studies from an evaluation panel. The department/centre is responsible for the completion of the mid-way evaluation, which will normally be arranged as an open or closed seminar based on the student’s written material and an oral presentation and an evaluation panel. Here, the student and the supervisor will receive constructive academic feedback that they can take with them in the further work on the dissertation.

The system of mid-way evaluation is common to all faculty units and mandatory for all PhD students who are admitted to the programme in the autumn of 2018 and later.

More information about the mid-way evaluation can be found in the faculty’s supplementary rules to the PhD regulations (item 22 Quality assurance and reporting).
5.3 Dissertation
A doctoral degree consists of many important processes related to courses, other training, teaching and working in a research college and creating a network of your own. The work on the dissertation is nevertheless the core of the doctoral study and should be the focus from the start. The other aspects of the study, such as the instructional component, should be an aid to the work on the dissertation. Placing the dissertation at the core is important both in terms of formal and equitable considerations. It is through the submission, assessment and defence of a dissertation that a doctorate is granted. For the individual, the dissertation is important because the insight gained through it will set the terms for how one will later work and think as a researcher. The dissertation is also a research project with importance for one’s future career.

5.3.1 The academic requirements for the dissertation
The PhD degree is the highest degree that can be obtained at a Norwegian university and thus there are also strict requirements for passing. Item 19 of the PhD regulations for UiT states:

“The dissertation is to be an independent piece of academic research that meets international standards of ethics, scholarship and method in its field. Through the dissertation, the student will contribute to the development of new knowledge, and the dissertation shall be at a level meriting publication as part of the scientific literature in the field.

The dissertation may either be a monograph or a collection of several smaller research papers – an anthology. Such collections must have a connection between the various components, and the connection must be explained in a summary.”

This objective emphasizes the academic requirements for doctoral dissertation. But what exactly does it mean that a dissertation should contribute to the development of new knowledge, and that it should be published as part of the scientific literature in the field?

The requirement to contribute to the development of new knowledge is an ambitious goal. One way to understand this is for a doctoral dissertation to be at the forefront of research. This means that the student must actively relate to other literature and other people’s research, and place their own project in relation to this research. This already applies in the project description, but in the dissertation it should be argued even more clearly what makes it
possible for one’s own project to contribute new knowledge to a particular field of research. In this connection, thorough literature studies are often important.

The requirement to be at the forefront of the research applies not only to theoretical approaches and the dissertation question, but also in terms of method. Methodically, the student should demonstrate that he/she is familiar with existing approaches or techniques, and justify both design and choice of technique in relation to frontline research in the field.

At other levels of study it is possible to rely on secondary literature in the presentation of relevant theory or professional literature. In a doctoral dissertation, the student should document familiarity with the academic literature by employing primary sources, by explaining the academic debate around the literature, and by making independent interpretations of it.

In other words, whether a dissertation is considered as placing itself among frontline research is determined by the assessment committee’s evaluation of its academic quality. Such assessments can also be expressed by publishing – for example, by publishing empirical results or theoretical reasoning from the on-going work in the form of articles or shorter contributions in journals/anthologies.

5.3.2 Monograph or article collection?
The dissertation can be either a monograph or an article collection (a compilation of several shorter works). It is important that the student think through this option at the beginning of the project period. Feel free to discuss it with potential supervisors or other academic figures. Also think through and discuss with your supervisors whether it may be appropriate to have them as co-author(s) on articles.

The dissertation should be an independent scientific work that meets international standards in terms of theory, method and empiricism in the field of study. A good way to gain an insight into the requirements for a dissertation is to read others’ dissertations within your own and adjacent fields or subject matters.

Item 19 of the supplementary rules of the PhD regulations outlines the requirements for dissertations. In summary, the following can be said:
Monograph

- A monograph should normally be no longer than 300 pages. The PhD student should be the sole author of the dissertation.

Article-based dissertation

- Article-based dissertations should normally consist of at least three articles of normal length. A summary article (‘kappa’), normally of 40–80 pages in length, comes in addition.
- The summary article should be an individual / independent work. It should not only summarize, but also consolidate the research questions and conclusions presented in the dissertation (articles) in a unified perspective, thus documenting the dissertation’s context. This also includes a clarification of the dissertation’s contribution to the research field within which it is placed or positioned. In the summary, the student must also make clear the use of method and theory in the dissertation if this is not apparent from the sub-papers. For previously published articles, the summary must also contain academic updates so that the dissertation as a whole appears to be academically up to date. Alternatively, such updates can be made in the individual articles.
- Joint work (articles published in collaboration with co-authors) are accepted in the dissertation as long as the doctoral candidate’s individual efforts can be identified and documented. Upon submission, the dissertation must be accompanied by a signed statement signed by the co-authors and the doctoral candidate which describe specifically the student’s contributions.
- The student should normally be the main author of at least half of the articles.
- For articles with multiple authors, there may be grounds to increase the number of articles.
- The articles must have a level similar to that required for publication in recognised professional journals with peer review. This also applies to book chapters.
- All publications included in the dissertation must follow ethical rules and conventions for academic quality assurance of research.

The dissertation must follow ethical rules and conventions for academic quality assurance of research. For articles with multiple authors, the Vancouver rules should normally be used. One should stay acquainted with the Vancouver Convention; see information on the website.
of the National Research Ethics Committees. If there are deviations from the Vancouver rules, the reason for this should be described in the declaration by the co-author(s).

About the Vancouver Rules in brief: The Vancouver Rules have three important criteria for authorship. All three criteria must be met:

- You must have made a significant contribution to the planning and design of the project, or participated in the data collection, or participated in the analysis or interpretation of data;
- Significant contributions must have been made when the manuscript was written or revised, and
- You must participate in and approve the completed work submitted for publication.

Contributors who do not meet these criteria should be listed in a footnote.

5.3.3 Dissertation language
The dissertation must be written in Norwegian, Swedish, Danish, English or Sami. Language for the dissertation is reported to the faculty in the individual education plan form in connection with admission. The dissertation language should normally also be the language for the trial lecture and the defence of the dissertation, unless the faculty decides otherwise (cf. the PhD regulations section 34 and section 35). Alternatively, the language should be Norwegian. If the student wishes to use another language, the student must apply for his/her own approval upon admission.

6 Supervision and dissertation (framdriftsrapportering)
All PhD students and their supervisors are required to submit a report on the progress of the PhD education each year. The PhD students will respond to the report via Studentweb (for the previous year) as part of the semester registration in the spring semester (within 1 February). The supervisors are sent questionnaires from the faculty via email to be answered for each student they supervise. The questions about progress are based on the individual education plan (plan for the work on the dissertation and plan for the instructional component) that the student has delivered at admission and which is included in the PhD agreement. Information provided in the report is treated confidentially.
It is considered a violation of the reporting obligation if the student does not submit the annual progress report. The consequence of a failure to report may result in the annulment of the PhD agreement on admission (cf. section 25 of the PhD regulations).

As part of the quality assurance system at UiT, the faculty sends a copy of the progress reports to the departments/centers, where they are entered as a background document for the annual research conversation the management will have with the PhD student. The departments/centers then report back to the faculty about the progress of the PhD studies, any measures the department/centre has initiated or plans to initiate, and any measures the departments/centers wish the faculty to follow up. The department/centre reports are processed by the PhD Programme Board.

7 From submission to assessment

7.1 Submission
It is the student who decides when the submission will take place. The supervisors cannot be held responsible for the content or outcome of the assessment committee’s recommendation. The faculty accepts the submission of doctoral dissertations throughout the year.

UiT has an electronic submission portal, “Munin – Open research archive”, for all master’s and doctoral dissertations, which is part of the University Library. Munin is the university’s open research archive for academic and research-related material. All PhD students must submit the dissertation via Munin. There is a requirement for open access to the dissertation for all candidates who submit their dissertation after 1 January 2019 (cf. the PhD regulations section 21).

There is no deadline for doctoral dissertations. The student delivers the dissertation at his/her own discretion, but the working hours for support staff are 0800–1545 (summertime 0800–1500). However, you can save the completed submission at any time and finish it later. It will not be registered until it is completed on the submission screen.

The dissertation itself must be submitted by uploading a PDF file (one file composed of all the dissertation’ parts.) An electronic form must also be completed. When the student completes the submission, the faculty will be notified automatically by email. The submission
is reviewed and, if everything is in place, approved. The dissertation should be delivered as a PDF file prepared for double-sided printing. The front page must follow the standard template. The dissertation should be printed on 17 x 24 cm paper with surrounding cover. It is recommended to use 13-point as the font size (e.g., Times New Roman) on the original document, as in practice this gives about 12 points of print on the finished book-print (17 x 24 cm is scaled down about 20% from the original A4 edition). We recommend 25 mm of margin on each side. The template for the cover can be found here (webpage in Norwegian, frontpage in English). Questions about printing should be addressed directly to the UiTs Print Office.

Once submitted, a work cannot be withdrawn until it is finally decided whether the doctorate is worthy of defending. More information about this can be found below.

7.2 Publication of dissertation in Munin
The university’s digital knowledge archive aims to make visible quality-assessed research work via open and free publication on the internet. The dissertation is stored in Munin and will be available in the future to you and others via a permanent URL. This makes it very easy for you to refer to the dissertation in applications and references.

The contents of Munin will be searchable and easily retrievable both locally, nationally and internationally. This is ensured by the University Library through collaboration with archives at other institutions. The dissertation is also registered as an electronic document in the library base Oria.

Dissertation to be published in Munin must be related to doctoral degrees awarded at UiT. The dissertation must not contain material that is contrary to confidentiality, privacy or copyright. If the dissertation is to be made available in Munin, the student must also obtain permission to use, for example, illustrations or other objects to which others own the rights. As previously mentioned, in the case of article-based dissertations, the consent of any co-authors must also be obtained. The dissertation becomes available in Munin only after it has been approved by the assessment committee.

At the same time as the dissertation is delivered via the portal, some questions must be answered about publishing: whether all or only parts of the dissertation should be published,
about permission for publication, etc. Check the formal requirements regarding publication in the [UiT’s Regulations concerning the PhD degree, Section 21](#). There is also a field in the electronic form where an abstract should be placed. The Munin group at the University Library that administers this will contact you if they need more information. If the dissertation consists, in whole or in part, of published material, the Munin group, in collaboration with the student, will investigate what restrictions the publisher may have against making it available in Munin.

This is a photo from the Munin submission portal. The text (up to 200–300 words) written in the “abstract” field is used in dissemination work by UiT and should be written in both Norwegian and English. The text (up to 1000 characters) to be written in the “Popularized summary” field should be in Norwegian or English and is used in a brochure that the UiT produces every year about completed doctoral dissertations at UiT. If you have questions about procedures, guidelines or other issues related to publishing a dissertation in Munin, please contact [munin@ub.uit.no](mailto:munin@ub.uit.no).
7.3 Corrections that can be made in the submitted dissertation – List of errata

A submitted dissertation cannot be withdrawn until it is finally decided whether the doctorate is worthy of being defended. However, formal errors can be corrected in the dissertation after submission. The candidate will receive an email with information and deadline for the opportunity to submit an errata list. An errata list is a summary list of specific corrections of formal errors (layout, correction of printing errors, pure language errors, etc.) that you wish to make in the dissertation before the defence. In practice, correcting formal errors means making the text meaningful or linguistically correct, not clarifying/changing the meaning of the text. A list of errata should not be long. It is not necessary to list which words have been corrected. Instead, reference can be made to which pages have been corrected. It is only possible to deliver a list of errata once. If approved, the candidate will be given the opportunity to upload an updated version of the dissertation included the correction. This is then considered the final version of the dissertation which will then be printed for the final exam (the defence of the thesis).

7.4 Appointment of the assessment committee

Student and supervisors can discuss possible committee members prior to submission. It is not common practice for the student to contact any committee members after the dissertation has been submitted.

The main supervisor is responsible for making the department/centre and faculty aware of pending submissions from students so that the work towards appointing a committee can begin (cf. section 26 of the PhD regulations). The assessment committee is appointed by the PhD Programme Board after the department/centre has proposed the committee’s composition. The candidate is notified of the proposed committee by the faculty, and has the opportunity to submit written comments on the committee’s composition within five working days from receiving the notification.

A committee will be composed as follows (cf. section 27 of the PhD regulations):

- both genders are represented
- at least one of the members is employed at the university
- at least one of the members has no association with the university
- at least one of the members does not have a primary affiliation with a Norwegian institution
- all members are holding a doctoral degree or equivalent
- at least one member has competence at the level of professor or equivalent
- the majority of the committee are external members
- the majority of the committee is employed at institutions awarding the doctoral degree.

The assessment committee will consist of at least three members. Appointed supervisors cannot be members of the committee. Former members of the mid-way evaluation panel are not necessarily disqualified and may be considered as members of the assessment committee.

The candidate is advised when the dissertation has been sent to the assessment committee via a copy of a letter sent to the committee along with the dissertation.

7.5 Schedule
The defence of the dissertation should be held within three months after the date on which the dissertation was submitted for assessment. The supervisor is obliged to report the pending submissions of the dissertation of the PhD students they supervise to the faculty. The assessment committee should normally be formally appointed before the dissertation is submitted. On average, the work of appointing a committee takes about two months. The student should therefore arrange a submission date with supervisors and the department/centre so that the work of appointing an assessment committee can begin well in advance.

The committee’s assessment (recommendation) should be available within 2 months of receiving the dissertation, unless an alternative schedule has been agreed with the faculty.

The minimum time from the faculty receiving the assessment to the date of the defence should be 3–4 weeks. This is due to case processing after the assessment and practical proceedings of the defence, as well as to give the candidate time to prepare the trial lecture.
7.6 The assessment committee’s recommendation

The committee submits a written recommendation (assessment) to the faculty, which is quickly communicated to the candidate.

The length of the report varies considerably within and between subjects, from a couple of pages up to 10 pages. The length in itself indicates nothing about the conclusion or that there were particularly difficult assessments. People who participate in the committees and who write their contributions to the overall recommendation are different, and come from different places and traditions, so the variations are broad.

It is normal, on the one hand, for the recommendation to state something about the strengths of the dissertation and its contribution to the frontline research in the discipline or field. On the other hand, the recommendation should also formulate the committee’s criticism of (main features) and objections to the dissertation. This may apply to theoretical, methodological and empirical aspects. Then the report ends with a conclusion. Here we find three principal variants:

1) The conclusion is that the committee has found the dissertation worthy of public defence.

2) A preliminary report where the committee recommend that the faculty permit that the candidate do minor revisions of the dissertation before the final recommendation is made. This means that the dissertation is not ready for approval in its present form, but that the committee finds it good enough to be prepared for re-submission (within a deadline of 3 months).

3) The committee concludes that the dissertation needs significant changes is necessary in theory, hypothesis, material or method to be able to recommend the dissertation worthy of defence. The committee will then recommend that the dissertation not be approved. In such cases, the work cannot be resubmitted until 6 months have passed.

If the dissertation is defined under the aforementioned items 2 or 3, there are major consequences for the further consideration of the case.

Concerning item 2): The PhD Programme Board takes the final decision on whether section 32 (of the PhD regulations) should be used – that is, if they agree to the committee’s recommendation that the student be able to submit the dissertation in a revised form within three months. The PhD Programme Board will then set an exact deadline for resubmission.
This can also be shorter than 3 months if the recommendation is only for minor matters to be reworked. Such preliminary recommendations from the committee are not considered a rejection, but as part of the first submission. The resubmitted dissertation is then sent back to the committee. They then assess whether the candidate has met the recommendations outlined in the preliminary recommendation, before finalizing it and submitting the final recommendation to the faculty.

It is recommended that the candidate prepare an attachment (about 1 page) outlining the main points of changes made on the basis of the original committee recommendation. If the submission deadline is not kept, the first submission is considered completed – with rejection as the final outcome. The dissertation cannot then be submitted until 6 months have passed since the faculty made their decision.

It is only upon first submission that item 2 can occur.

Concerning item 3): When the candidate’s dissertation has not been approved, he/she cannot submit a new dissertation until 6 months have passed (cf. § 33). The PhD Programme Board sets the earliest date that new submissions can be made.

On the second submission, the candidate must state that the dissertation has been assessed previously without being found worthy of defence. An assessment committee will be reappointed. Continuity in the composition of the committee between first and second submission is desirable, but if the candidate wishes for a different committee to be appointed, this must be justified and reported to the faculty in writing.

If on the second submission the student also fails the dissertation, he/she will not be able to submit a new edited version for assessment (cf. section 33). When the committee’s recommendation is unanimously positive, the dissertation is worthy of defence of the doctoral degree without a formal hearing at the faculty level. In the event of a dissenting or unanimously negative assessment, the candidate will be given 10 working days to make written comments on the committee’s recommendation. Any comments are to be sent to the faculty, who then forward them to the committee. Thereafter, the case goes for further consideration at the PhD Programme Board.

It is not uncommon for a dissertation to be rejected. This does not mean that ‘the race is over’, although it can be a difficult message to receive. The committee’s critical comments are
guidelines for the student’s preparation of the dissertation for later submission. If the student’s dissertation is not approved in one of the two variants, it is important for the student to have a detailed conversation with the supervisor(s) in order to plan the work further with a view to submission.

The assessment committee gives suggestions for the date for the defence of the dissertation, the title of the trial lecture, and who will assume the roles of first and second opponents respectively. The department/centre notifies who will be the chair of the defence. The candidate will receive a copy of this notification, together with information on printing of the dissertation and delivery of the trial lecture. This is administered by the faculty. The arrangement of the defence of the dissertation takes place at the department/centre level, where an administrative contact person is appointed to take care of the planning and practical execution of the defence. Essentially, the trial lecture and defence will be held on the same day. The faculty deviates from this only where very special circumstances dictate.

8 Printing, trial lecture and defence

8.1 Printing of dissertation
Upon positive recommendation, the student is instructed by the faculty to contact the UiT’s Print Office in order to print copies of the dissertation for the defence. The faculty will order 37 copies of the dissertation. The expenses are covered by the faculty. Seven copies of the 37 will be sent to the National Library of Norway. The others are presented during the trial lecture and defence. The candidate is not permitted to reserve a number of the copies for his/her own use. Additional copies of the dissertation for personal use can be ordered by the candidate on the Print Office’s webpage for a fee.

Images and illustrations where colour is important for understanding/reproducing the academic content will be printed in colour. It must be stipulated which pages you wish to be printed in colour in dialog with the staff at the Print Office. Headings and similar will not be printed in colour. More information on printing and templates on the front page can be found on the print shop’s website or here. Questions should be addressed directly to the Print Office.

As soon as the committee has given their positive recommendation, the faculty will complete the submission of the dissertation in Munin. If it is marked for the dissertation to be made
available in Munin, the University Library will publish the dissertation on Munin’s frontpage and the public will have access to it prior to the defence.

8.2 Trial lecture
The committee determines the date of the defence of the dissertation and the title/theme of the trial lecture. The objective is to test the candidate’s ability to acquire knowledge beyond the dissertation topic, and his/her ability to convey this. The topic of the trial lecture should not be directly related to the topic of the dissertation.

The candidate will be given the trial lecture text 10 working days before the trial lecture is held. It is sent by email from the faculty administration.

There should be no contact between the candidate and the members of the assessment committee during the period from the appointment of the committee until the trial lecture and defence. The candidate may need to discuss the recommendation and its interpretation with supervisors. It is therefore up to the candidate to interpret the given text him/herself and choose the approach based on the room for interpretation allowed by the title. In exceptional cases, if the candidate is particularly uncertain about something, he/she may ask the head of the committee if there is anything in particular the committee is seeking to discuss. In the trial lecture, the candidate should not spend time presenting/repeating findings/reasoning from the dissertation – this is done at the start of the defence (cf. section 35 of the PhD regulations and item 35 of the faculty’s supplementary rules).

8.3 Defence of the dissertation
The department/centre organizes the defence of the dissertation. When it is clear that a defence will take place, an administrative contact person is appointed at the department/centre to plan and assume the practical work towards the public defence.

The head of the department/centre normally chairs the defences of dissertation. If the he/she is not able to do so, he/she delegates this to an experienced researcher at the department/centre.

Defence Procession: The chair of the defence leads the procession into the room once the audience has arrived. Then follows the doctoral student, the first opponent, second opponent
and third opponent/chair of the committee. It is expected that all stand as the procession enters. Please inform your family and friends in advance. When the procession enters the hall, the doctoral student and the committee sit in reserved seats, while the chair of the defence holds an introduction with an account of the submission and assessment of the dissertation and the trial lecture.

The doctoral student gives an account of the aim and the result of the scientific investigation. This presentation should have a duration of approximately 15 minutes (item 35 of the supplementary rules).

The chair of the defence shows the doctoral student and his opponents to their places during the defence. During the defence, the opponent and the doctoral student are usually turned halfway towards each other.

The first ordinary opponent then initiates the discussion. The faculty has provided an indicative time of up to 1.5 hours for the discussion (item 35). The second opponent ends the defence; the length of this discussion is recommended to be up to 1 hour (item 35). When it comes to the content of the contributions of the two opponents, they will have agreed between themselves who will address what in the defence. The committee’s recommendation may give hints on relevant topics for the defence.

Other attendees who wish to oppose ex auditorio must report this to the chair of the defence during the defence. This occurs within the time that the chair has appointed and announced at the opening of the defence.

The department/centre invites the chair of the defence, the committee, supervisors, doctoral student and possibly his/her immediate family for lunch.

Attire during trial lecture and defence: Formal.

8.4 Doctoral dinner
The dinner that the doctoral student provides for selected guests is not mandatory, but is a normal end to the celebrations. Over the years, it has become less formal. For those who wish to retain this form, the following information may be provided: The chair of the defence should be invited along with the committee. Normally, the person chairing the defence
initiates the speeches. Then follows the third opponent (head of the committee) who gives his/her traditional speech. If (other) institutional heads (other than the chair of the defence) are represented, they should follow after the third opponent. Next follow the supervisors. Then the floor is open.

8.5 Tax deduction for cost relating to doctorate
The Norwegian Tax Administration give you the right to deduct expenses related to printing the dissertation, travel and the doctoral dinner. Read more on the tax administration’s website:


9 Practical information

9.1 Concerns
Occasionally, there are issues of such a nature that it may put the PhD student’s ability to complete the PhD programme in doubt, possibly leading to significant delays. In such situations, the PhD student is able to seek advice from the head of department/centre, deputy head, office manager, PhD coordinator or others at his/her department/centre, or at the Research, Education and Communication Section at the Faculty. It is important to get in touch before an issue becomes too great. PhD students employed in doctoral positions at UiT can use the institution’s health service, Hemis. They have offices both in Tromsø and Alta.

9.2 Salary level/pay grade
Doctoral Research fellows (those who have received regular doctoral scholarships from the university, the research council or others with UiT as employer) are normally paid according to the State’s regulatory code 1017, starting salary LR 54 (currently NOK 479 200 a year in 2019). Contact the Financial and Organization Division or the head of the department/centre for questions about the salary level.
9.3 Grants/operating funds
In terms of project grants/ working funds (costs for data collection, shorter fieldwork, courses/seminars, conferences, journals, books, etc.), those who have been appointed as doctoral fellows will normally be granted an annual sum with which operate from the institution awarding the scholarship. Annual operating funds for university scholarships appointed at the HSL faculty with their place of work at the Tromsø campus amount to NOK 25,000 a year. For scholars with a place of work beyond the Tromsø campus, operating funds amount to NOK 30,000 a year. The higher rate is justified by the need for trips to the Tromsø campus for PhD course and supervision.

The departments/centres that appoint fellows with projects that are particularly costly when it comes to field method/work shall allocate funds for this from their own budgets. Contact your office manager at your department/centre for more information.

9.4 Duty work
Contact your office manager at your department/centre for information on your duty work. The faculty has implemented supplementary rules for the work of fellows. You can find the UiT’s regulations for fellows duty work in the HR portal here.

9.5 Relocation/staying in Tromsø
Those who have been awarded a scholarship/position at the university will receive a letter with different information, employment agreements, etc. Appointment in a fellowship position implies a duty to be present at the place of work, whether that is in Tromsø, Alta, Harstad or Narvik. For those who are not already resident in the place of work, acceptance of a fellowship position entails relocation. When applying for a job, you should have received information on, among other things, relocation expenses, housing and so on.

You will find information about housing for rent on this webpage in the HR portal (requires log on): https://cp.compendia.no/uit/employee-handbook/210086
9.6 Transitional Scholarship
Transitional grants are announced once or twice a year and are intended for skilled researchers who wish to pursue a scientific career. Those eligible to apply will be those who recently have completed the PhD degree or submitted their dissertation for assessment in the period that has elapsed since the previous invitation to apply. Scholarships are awarded for a duration of up to 3 months. The condition for being awarded a transitional scholarship is a PhD degree by defence and in a position to accept the scholarship before the end of the calendar year in which the award is granted. Invitations to apply for transitional scholarship are announced on UiT’s TAVLA and sent via email to the qualified candidates.

9.7 Stays abroad
For university scholarships at the faculty, it is possible to apply for funding to cover additional costs for research stays at a foreign host institution for 3–10 months in duration. The scheme is announced once a year, normally with a 1 October application deadline. The scheme is an offering to PhD students in their 2nd or 3rd year of study. The funds cannot be used for data collection/field work. PhD students funded by the Research Council of Norway (NFR) cannot apply to the HSL faculty, but can apply for a similar scheme for foreign scholarships at NFR. The faculty’s support scheme with foreign scholarships is announced on UiT’s TAVLA and sent via email.

9.8 Relevant contact information
PhD study at HSL faculty: www.uit.no/hsl/phd
Print Office: trykkeriet@uit.no
Webpage: https://intranett.uit.no/enheter?p_dimension_id=88147&p_menu=42424
Munin – Open Research Archive: munin@ub.uit.no
Research, Education and Communication Division (the UiT’s general administration)
HSL faculty’s Research, Education and Communication Section (FUFHSL)
The PhD Committee at FUFHSL
The employees’ health service, HEMIS

ToDoS – Doctoral Students at UiT The Arctic University of Norway: http://todos.uit.no/

9.9 Background documents
Regulations concerning the degree of Philosophiae Doctor at the University of Tromsø – The Arctic University of Norway (UiT)

The HSL Faculty’s supplementary regulation to the PhD regulations/the PhD programme in Humanities and Social Sciences