The Research Fellow
as
a PhD candidate

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Outline

• Board of Doctoral Education (Forskerutdanningsutvalget)
• What you can expect from UiB as a PhD student
• Doctoral education
  – Early stage
  – Doctoral training
  – Final stage
• Summary
• Useful links
• Contact information at the faculty
PhD candidates – Different categories

- Intern candidates
  - Employed by UiB
    - University scholarship (with undervisningsplikt)
    - Scholarship by the Norwegian counsel (NFR)
  - KVOTE Scheme Students
    - Financed by Norwegian Education State Loan
  - Fellows with scholarship from abroad

- External candidates
  - Employed by a partner intuition
  - Employed by a company
What to expect from UiB

• A contract that formalizes admission to the PhD program
• Suitable supervision
  – Supervisory committee
  – Regular contact with supervisors
• Become part of an active research environment
• Necessary equipment available
• Administrative assistance
• Necessary funding available

• Brochures
  – PhD at UiB
  – Handbook for PhD education at UiB
Doctoral Education

Early stage
Admission & study rights

Follow-up
Progression

Late stage
Thesis submission & defense
Doctoral education – Early stage

• Admission to doctoral education
  – Apply for the admission to the Doctoral Program at the Faculty of Mathematics and Natural Sciences.
  – The application form with attachments submits to the department where the candidate is employed or connected to.
  – How to enroll for a PhD at UiB: http://www.uib.no/phd/en/admission-and-funding/how-to-enrol-for-a-phd
  – From employed as research fellow to admission to the PhD program, should NOT take more then 3 months. Given that all required documents are delivered together with the application.
Early stage – II

• Admission letter
  – Documentation of academic background to the faculty
• PhD agreement
  – Return within one month after received admission letter to the department
• Study right – Student web – User account
  – Pre-PhD study right versus Ordinary PhD study right
  – An account on the StudentWeb will give access to courses, personal study plan and other information.
  – UiBs user-account at Sebra to have access to webmail, student information portal My Space, internet and printers.
Research schools

- The faculty are taking part X Research schools
  - International research schools
  - National research schools
  - Faculty research schools
  - [http://www.uib.no/phd/en/phd-at-uib/research-schools](http://www.uib.no/phd/en/phd-at-uib/research-schools)

- Supplement to doctoral education at the faculty
  - Network
  - Courses
  - Mobility
Training components
30 credits

Formal part
25-27 credits
MNF490

Dissemination part
3-5 credits
Doctoral training – I

• Training component
  – 30 credits not including trial lecture
  – Level 200 or higher
  – Grade C or better
  – Can include courses taught at other institutions

  – YOU have to document all activities in the training component!!
  – It is YOUR RESPONSIBILITY that the training components of your individual PhD program are approved by the department
Doctoral training – II

• Formal part (25-27 credits)
  – MNF490 Science Theory and Ethics (compulsory)
  – If you have studied science theory/ethics previously, you can apply for an exemption.
  – Special syllabuses, Research courses and Regular courses.
  – Courses older than 5 years when applying for admission, can not be used.

• Dissemination part (”Formidling”: 3-5 credits)
  – MNF400 Knowledge dissemination course
  – International conference
  – Oral and poster presentation
  – Popular-science contribution
  – Seminar on self-selected topic
  – Scientific papers that are not part of the thesis are NOT awarded credits
PhD Follow-up

PhD Registration
- 1 February
- 1 September

Annual report
- 1 November

Midway evaluation
- 1 ½ or 2 years in the program
Progression

• Half annual PhD registration
  – PhD registration on Student Web. The deadline is 1 February for spring semester and 1 September for autumn semester.

• Annual report
  – All candidates and their principal supervisor are obliged to submit the annual report – electronic survey distributed from the Department for Research Management. Deadline is 1 November.
  – PLEASE USE THIS TO COMMUNICATE MATTERS THAT YOU ARE NOT SATISFIED WITH.

• Midway evaluation/presentation
  – Half way through the program – what is the STATUS of the PhD project?
  – Presentation of the PhD project and get feedback from people outside the supervision committee.

• PhD candidates are obliged to do these progression report. Repeated failure to do so, the right to study will be terminated.
The thesis

• Thesis requirements
  – Must demonstrate the PhD candidate’s ability to carry out independent scientific work at a high academic level:

• Form
  – Monograph
  – Inter-connected articles

• Language - preferably English

• Thesis template – printing layout
Thesis submission

- Approved 6-months report
- Evaluation committee
- Trial lecture

- Public defense
  - Press release
  - Errata
  - Printing thesis
Last phase of the doctoral education

• Approval of the training component - 6 months report
  – Apply to the departmental Board of Doctoral Education for approval of the training component

• Thesis submission
  – At least 10 weeks before the defense, the candidate has to apply to the department for evaluation of the thesis and submits 5 copies of the doctoral thesis.
  – The supervisor is responsible for submission of:
    • Proposal for members of an evaluation committee
    • Statement – recommendation for submission by the supervisor committee
    • Statement – PhD candidate input to joint work
  – Letter of orientation to doctorand from the faculty
  – From thesis submission to defense, should not take longer then 3 months.
Last phase – II

• Trial lecture
  – Part of the requirements for the doctoral education.
  – Held after thesis submission and before the PhD defense.
  – The title of the lecture will be announced 10 workdays in advance.
  – The duration of the trial lecture should be 45 minutes.
  – Evaluation by a three-members committee and must be successfully completed before the defense.

• Press release
  – At least 3 weeks before PhD defense, send a press release in Norwegian and a portrait photograph to disputas@mnfa.uib.no
  – Template for press release: http://www.uib.no/info/dr_grad/

• Printing the doctoral thesis: by AiT AS (www.ait.no/uib)

• Publish an electronic version in BORA
Last phase – III

• Doctoral defense
  – Report from the evaluation committee – approved / not approved – 3 weeks before the planned public defense.
  – The candidate should have at least two weeks to respond in written to the committee’s evaluation.
  – If the thesis is approved, the thesis will be defended by discussing the research findings with the opponents at a public defense.
  – Defense procedure

• Doctoral diploma
  – Awarding the doctoral degree – official promotion of new doctors in Håkonshallen – awarding the doctoral diploma
  – Contact information
Public defence
Completed & Approved

Evaluation committee
Final report

Faculty
Nomination for PhD degree

University Board
Confer PhD degree

Promotion
Awarding PhD diploma
Summary

Tasks
- PhD registration
- Annual report
- Midway evaluation
- 6-months report

3 months
- 6 months
- 1 year
- 2 years
- 2 Y & 6 months
- 2 Y & 9 months
- 3 years

Admission to PhD program
- Doctoral training
- Thesis submission
- Public defense
- Awarding PhD degree
Thesis submission: Appointing evaluation committee → Committe Evaluation report → Candidate respond to report

3 months: 10 weeks → 3 weeks → 2 weeks → 10 workdays → The end

Tasks: Press release → Errata application → Printing thesis → Trial lecture → Public defense
Applications handle by the department

- Admission to the PhD program
- Changes in your training components
- Changes in the conditions described in the PhD agreement
- Extend your study right as a PhD candidate
  - The PhD program must be completed within 8 years after admission
- Changes in the supervision committee
- Approval of the training component – 6 months report
- Application for public defense

- Errata Application
Useful links – I

- UiB’s page for PhD program: [www.uib.no/phd](http://www.uib.no/phd)
  - Handbook and regulations for doctoral education at UiB:
  - Funds/economical support for research education activities
  - Research mobility – funding opportunities for PhD candidates
  - Application form for admission & PhD agreement
  - Guidelines for PhD candidates at the Faculty of Mathematics and Natural Sciences
Useful links – II

• Information concerning courses and services at UiB: http://students.uib.no/

• Templates – Intranet profiltorgh
  – PhD thesis
  – Errata
  – Press release: http://www.uib.no/info/dr_grad/
Contact information at the faculty

• Questions about the PhD program in general
  Diem.Tran@mnfa.uib.no  Tel: 55 58 34 88

• Questions about thesis submission and press release
  Anniken.Rotstigen@mnfa.uib.no  Tel: 55 58 20 63

• Any questions after the thesis submission
  disputas@mnfa.uib.no
Good luck as a PhD candidate!