

Regulation for the degree of Philosophiae doctor (Ph.D.) at Gjøvik University College

Issued by the board at Gjøvik University College on 22 February 2007, pursuant to the Act of 1 April 2005 no. 15 relating to universities and colleges § 3-3 and § 3-9.

§ 1. Scope and extent

This regulation applies to the doctor's degree programme leading to the degree of philosophiae doctor (Ph.D.). The regulation states rules on admission, execution and completion of the Ph.D. programme at Gjøvik University College.

1a. Objective of the Ph.D. programme

The Ph.D. programme qualifies for research activity at a high academic level and for other work which requires extensive scientific insight.

§ 2. Admission

2.1 The applicant's formal qualification

In order to be admitted to a doctor's programme, the applicant must normally have a five-year Master's degree or equivalent, which the university college has approved as basis for admission to the Ph.D. programme in question. As a general rule the following must be fulfilled:

- Average grade for the Bachelor degree must be A, B or C
- Average grade for Subjects at Master level must be A or B
- The Master's thesis must have grade A or B

2.2 Plan for the Ph.D. programme

The application must include:

- Description of the research project
- Work schedule for the execution of the programme
- Plan of financing
- Statement of required infrastructure
- Statement of the need for supervision and suggestion for possible supervisors
- Plans (if any) for periods of study at other, including foreign, research institutions or businesses
- Plan for passing on technical content
- Documentation of the education which forms the basis for admission
- Information on possible restrictions regarding intellectual property right in order to protect others' rights.

The educational plan, hereunder the description of the research project, must account for topics, problem issues and choice of theory and method. Upon applying, the applicant can deliver a draft of the project description, but a complete project description must be delivered within 3 months after admission. The head of the faculty can set another deadline upon request. The project description should normally be prepared in cooperation with the main supervisor.

If the applicant plans to write the thesis in another language than the one which is approved according to item 5.1 in the regulation, he/she must send an application for approval of this together with the plan for the programme.

The university college can make their own application form for admission to Ph.D. programmes.

2.3 Admission decision

The decision regarding admission is based on a collective evaluation of the project description, the applicant's formal qualifications and the plan for the Ph.D. programme, hereunder schedule, plan of financing, approved supervisor(s) and the applicant's access to other necessary technical and material resources at the research institution which he/she will be connected to. Admission can be granted subject to financing, supervision capacity, preparation of individual educational plan, additional education and agreements concerning intellectual property rights.

When admission is granted, a supervisor will be appointed, the responsibility for taking care of other needs outlined in the application will be determined, and the contract period including start date and duration will be determined. Any extension of the contract period must be related to the candidate's rights as an employee or be agreed upon.

Admission may be denied if agreements concerning intellectual property rights prevent publication and open presentation or are so unreasonable that the university college should not be part of the project.

2.4 Admission procedure

Applications for admission are sent to the university college which according to supplementary provisions approves the applicant's plan for the programme and appoints the supervisor(s). The decision concerning admission is made by a committee headed by the faculty dean. The university college determines criteria for ranging qualified applicants in cases where the number of applicants exceeds the admission capacity.

If an applicant's project indicates connection to several faculties, there should also be obtained a statement from the relevant faculty/-ies before admission.

§ 3. Contract

The admission to an organised Ph.D. programme is formalised by a written contract. The contract is made between the Ph.D. student, the supervisor(s) and the faculty. The contract states the parties' mutual rights and duties. The contract must state the topic for the thesis, the contract period, the plan of financing, supervision conditions, work place and training. If the Ph.D. student is related to another work place, there must be made a contract which regulates the working conditions, hereunder time for the Ph.D. work, operating equipment and need for scientific equipment. The contract must secure that the Ph.D. student participates regularly in an active research environment and make arrangements so that the research programme can be completed within the time agreed. The Ph.D. programme is a supervised programme. This implies that the Ph.D. student must be resident at campus during a period agreed upon by GUC and the Ph.D. student.

Considerable changes in the terms of the contract must be submitted to the head of the faculty. The head of the faculty approves the change in agreement with the rector.

If there is a considerable breach of contract, the university college may decide that a Ph.D. student must leave the Ph.D. programme before he/she has completed it.

§ 4. Ph.D. programme

4.1 Standard duration

The Ph.D. programme must be arranged so that it normally can be completed within a three-year efficient research education period. Of this period, at least one semester must be reserved for organised teaching (courses etc.). The teaching part must be completed when the thesis is delivered.

When there are special academic considerations, the faculty may approve another period of duration. The programme shall regardless of duration lead to the same level of expertise.

The contract period can be extended if the candidate must have a leave of absence which follows the candidate's rights as employee or if the candidate takes on other tasks at Gjøvik University College in addition to the research education. Such tasks must be clarified between the candidate and the supervisor. The Ph.D. programme shall be completed (date of thesis presentation) within eight years after admission. Leaves of absence are not included. The decision that the maximum period of study has been exceeded

and that the education must be interrupted, is made by the faculty and can be appealed according to the Public Administration Act §§ 28.

4.2 Educational section

The educational section included in the Ph.D. programme must comprise at least 30 credits and include among other things ethics and philosophy of science. Courses on the Bachelor's degree level can not be included in the educational section. Up to 10 credits can be approved as courses on the Master's degree level. If such courses are seen as necessary previous knowledge for other courses or the research project, they must be taken in addition to the 30 credits. Examinations which at the time of admission were older than 5 years can not be included in the educational section. Previous exams incorporated in the educational section must have grade A or B.

It is a prerequisite that courses included in the educational section are not a part of the admission requirement or previous completed programmes at the same time.

The faculty is responsible for offering all Ph.D. students education at a high scientific level. If the faculty responsible for the Ph.D. programme does not arrange the whole educational section alone, it must arrange for the student's participation in corresponding educational activities at another faculty or institution which offer approved Ph.D. education.

The education can be offered partly as regularly lectures/seminars, partly as shorter, intensive meetings or as other types of activities approved by the faculty. In courses where there does not exist a suitable course offer, individual reading curriculum can be approved as part of the course programme.

Everyone who has been admitted to a Ph.D. programme must follow the educational programme. The student must document that he/she has acquired the required knowledge. Such documentation can be obtained through compulsory practical exercises, written or oral tests, lecture, seminar, science and/or popular science article, conference presentation or another form approved by the faculty.

The faculty may exempt students from participation in parts of the educational section if corresponding requirements have been fulfilled at another institution which offers approved education. Students may in special cases get full or partial exemption from such participation if other education or research-related experience which gives corresponding qualification can be documented.

4.3 Period of study abroad

The Ph.D. student must normally spend at least three months of the programme at a recognized educational or research institution abroad where it is possible to work on problem issues in the research project/thesis.

4.4 Supervision

The Ph.D. programme is a supervised programme. The Ph.D. student is supposed to have regular contact with his/her supervisors and participate in a research group. An agreement regulating the supervision is to be signed. At least one of the supervisors, normally the main supervisor, has to be a GUC employee.

GUC is obliged to assign each Ph.D. student with two supervisors. The supervisors must have a Ph.D. degree in the actual field of research. The Dean of the faculty appoints the supervisors.

4.5 Quality assurance

The university college shall have a system for quality assurance and follow-up of the Ph.D. education. The system shall comprise measures to uncover lack of progression in the Ph.D. work and deficiencies in the educational section or supervision, as well as routines to follow up uncovered deficiencies. The system shall comprise annual and separate reports from the Ph.D. student and supervisor, and be organised so that double reporting is avoided.

§ 5. Thesis

5.1 Thesis requirements

The thesis shall be an independent, scientific work which fulfils international standards within the subject area. The thesis must contribute to the development of new scientific knowledge and be at a level which indicates that it could be published as a part of the scientific literature in the subject area.

A part of a joint work is accepted as thesis if the Ph.D. student's independent effort can be identified and documented.

The thesis can be a monography or a compilation of research articles tied together with an introduction and a summary of important result and conclusions.

The thesis should preferably be written in English or Norwegian. If the student wishes to use another language, he/she must apply for special permission to do this upon admission, cf. item 2.2.

5.2 Work that is not approved

Work which has been approved as basis for previous examinations can not be accepted for evaluation unless the work is included as a smaller part of a thesis which consists of several connected works.

A work or parts of a work which previously has been approved or not approved for the doctor's degree at an institution in Norway or abroad can not be accepted for evaluation even though the work is submitted in a revised version.

5.3 New submission

A Ph.D. thesis which has not been approved at a previous evaluation can be evaluated in a revised version no sooner than six months after the institution has decided to reject the thesis. A thesis may only be re-evaluated once.

5.4 Public accessibility

The thesis must be publicly available no later than two weeks prior to the presentation.

There may be no restrictions to the announcement and publishing of a Ph.D. thesis, with the exception of a previously agreed postponing of the dates for announcement/publishing. Such postponing may take place when the research education partly or in its entirety is financed by an external party so that the external party may come to a decision on patent protection/commercialisation. An external party can not set the condition that the whole or parts of the Ph.D. thesis not can be made public or be published.

5.5. Rights to use results

The candidate's rights to use own results, patented inventions, copyrights etc. are regulated by the university college's general regulations in this area and the regulations stated in the Act respecting the right to employees' inventions.

The university college can freely use the parts of the Ph.D. thesis which the candidate alone has copyright to, in addition to other literature which is a result of the work on the thesis and which the candidate alone has copyright to, when producing copies for use in the university college's teaching and research activities. The candidate shall be named in such copies according to legislation and good practice.

§ 6. Termination before agreed time

6.1 Voluntary termination

The candidate and the university college may agree that the Ph.D. programme is terminated before the contract period expires. On such voluntary termination of the Ph.D. programme, a separate contract shall state how issues related to employment conditions, financing, rights to results etc. will be taken care of.

If the voluntary termination is due to the candidate's wish to change project or programme, the candidate must apply for new admission based on the new project.

6.2 Compulsory termination

The head of the faculty may decide compulsory termination of the Ph.D. programme before the contract period expires. Such compulsory termination may be decided if one or more of the following conditions exist:

- Repeated and substantial breaches by the candidate with regards to the duty to inform, follow-up and report
- Considerable delays in the research work progress so that it creates justified doubt whether the candidate will be able to complete the project within the deadline. The considerable delay must be due to circumstances which the candidate is in control of
- Considerable delay in the execution of the educational section due to circumstances which the candidate is in control of
- Breaches of the research-ethical guidelines which are applicable to the subject area
- Behaviour of a candidate which breaches the trust which must exist between the university and the candidate during the execution, hereunder criminal offences related to the execution of the Ph.D. programme.

§ 7. Evaluation

The doctor's degree is awarded based on:

- Approved scientific thesis and a satisfactory defence in a public presentation
- Approved completion of the educational programme, possible other approved qualification
- Approved trial lecture on a given topic

§ 8. Submission

The application to get the thesis evaluated is submitted to the university college together with the number of copies which the university college requires. The thesis must also be submitted electronically. In addition to the application, the candidate must also submit documentation that the educational programme is completed. If the thesis is approved for presentation, an additional number of copies must be submitted according to supplementary provisions. Together with the thesis, the candidate submits a short summary which can be used as a press release.

§ 9. Appointment of evaluation committee

Based on the suggestion from the faculty in question, the rector appoints an expert evaluation committee of at least three members to evaluate the trial lecture(s), the thesis and its defence. The rector appoints the head of the committee. At least one of the committee members must have no affiliation to Gjøvik University College. If possible, at least one committee member should come from a teaching institution abroad. The committee should, if possible, have both genders represented. The members must have a doctor's degree or be a qualified professor. The rules regarding competence in the Public Administration Act §§ 6 apply for the committee members, cf. § 10. The appointed supervisor can not be a member of the evaluation committee, but may be summoned to meetings to account for the supervision and the work on the thesis.

The Ph.D. candidate is informed of the composition of the committee.

§ 10. The committee's recommendation and consideration of the recommendation

10.1 Withdrawal and revision

A submitted work can not be withdrawn before a final decision is made to whether or not it is worthy of being defended for the doctor's degree. When the work is submitted, the candidate can only do formal revisions, provided that he/she submit an overview over all revisions made in the submitted work. The overview must be submitted no later than one month prior to the presentation.

The university college may nevertheless accept revision of the thesis based on the evaluation committee's temporary comments. The deadline for such revision is normally no longer than 6 months.

10.2 Recommendation

The committee gives its reasoned recommendation, possibly with individual statements, on whether or not the work is worthy to defend the doctor's degree. Dissents must be reasoned. The committee may require that the candidate's background material and supplementary or explanatory additional information are presented.

The evaluation committee's recommendation, including any dissents and individual statements, is presented to the university college and will as soon as possible be sent to the Ph.D. candidate who has 14 days to give written comments to the recommendation.

If the candidate's comments may have significance for the approval of the thesis, the comments should be presented to the evaluation committee before the head of the faculty makes a decision on the merits.

10.3 Recommendation with dissent

If there is any dissent in the committee, rector may without further evaluation make a decision in the case, request further clarification from the evaluation committee, or appoint two new experts who make individual statements about the thesis. The candidate's comments are attached. After this, the rector will make a decision in the case based on the recommendation and the obtained statements.

10.4 Deadlines

The committee's recommendation must be ready no later than three months after the committee received the thesis. The university college may occasionally set a later deadline. If the committee accepts revision of the thesis, a new deadline is set from the date the new thesis is received.

10.5 Processing the committee's recommendation

The evaluation committee's recommendation, including possible comments, is considered by the university college. The head of the faculty may approve a recommendation when it unanimously concludes that the candidate is allowed to present the thesis.

The candidate is informed of the result of the process.

§ 11. Trial lecture and presentation

If the thesis is approved as defence for the doctor's degree, the Ph.D. programme is completed by:

- a) a public trial lecture and
- b) a public presentation.

The trial lecture must be on a given topic and last for 45 minutes. The topic for the trial lecture is decided by the evaluation committee and announced to the candidate 14 days prior to the lecture. The presentation will normally be held within six months after the thesis has been submitted for evaluation. The trial lecture must be held prior to the presentation and preferably on the same day.

The lecture and the presentation are held in the same language as the thesis or in another language which is accepted according to the regulation.

The evaluation committee evaluates the trial lecture which must be found satisfactory.

If the evaluation committee finds the trial lecture satisfactory, the candidate can defend his/her thesis in a presentation.

The presentation must be public. There shall normally be two ordinary opponents. The two ordinary opponents must be members of the evaluation committee and be appointed by the university college or the committee itself. In special cases, there may be appointed opponents who have not been members of the committee.

The presentation is chaired by the head of the faculty or a person empowered by him/her. The chairperson of the presentation will briefly explain the thesis and the trial lecture and the evaluation of these.

Thereafter, the candidate will explain the purpose and the results of the scientific investigation. The university college may decide that the first ordinary opponent explains this. The first ordinary opponent initiates the discussion, and the other ordinary opponent finishes the presentation. Others present who wish to participate in the discussion must during the presentation notify the chairperson within a time which the chairperson decides and states when he/she opens the presentation. The presentation lasts normally not more than two hours.

After the presentation, the evaluation committee will submit a report to the faculty in which it explains how it has evaluated the trial lecture and the defence of the thesis. The report will conclude with whether or not the tests are evaluated as passed/failed. The university college reports the approved result to the board of the university college.

If the trial lecture and/or the presentation are not approved, the candidate can try again no sooner than six months later.

§ 12. Conferral of degree and diploma

The board confers a doctor's degree on the candidate based on the report from the evaluation committee and the faculty that the trial lecture and presentation are approved.

The university college issues a diploma and a certificate. The diploma will include the date of conferral and information on the Ph.D. programme and the thesis title. In addition, the candidate will get a Ph.D. certificate which will include the title of the thesis and trial lecture together with information on the academic educational programme which the Ph.D. candidate has participated in and the name of the supervisors.

§ 13. Appeal

13.1 Appeal on admission/application processing

Rejection on application for admission after item 2 can be appealed in accordance with the regulations in the Public Administration Act §§ 28. A reasoned appeal is submitted to the university college. If the rejection is maintained, the appeal will be sent without groundless stop to the university college's appeal committee for consideration.

13.2 Appeal on approval of the educational programme

If there are appeals on rejections on approval of courses or other parts of the educational programme, cf. item 4.2, item 12.1 applies correspondingly. If there are appeals on results on special examinations or tests, the Universities and Colleges Act § 5-1 and § 5-3 applies.

13.3 Appeal on rejection on application for evaluation or refusal of approval of thesis, trial lecture or defence

Rejection of approval of the thesis, trial lecture or defence can be appealed according to the regulations in the Public Administration Act § 28. A reasoned appeal is submitted to the university college. The university college considers the basis for the decision against the reasoning. If the decision is maintained, the appeal is

submitted to the university college's appeal committee for decision. The appeal committee may try all sides of the appealed decision. If the lower instance or appeal committee find reason for it, a committee or individuals may be appointed to make an evaluation of the decision made and the criteria it is based on, or to make a new or supplementary expert evaluation.

13.4 Appeal on decision concerning compulsory termination of the Ph.D. programme

By appealing on a decision on compulsory termination of the Ph.D. programme, cf. section 3, § 3, section 12.1 applies correspondingly.

§ 14. Supplementary provisions

Rector stipulates supplementary provisions to this regulation after proposal from the university college.

§ 15. Commencement

The regulation is valid from 23 February 2007.