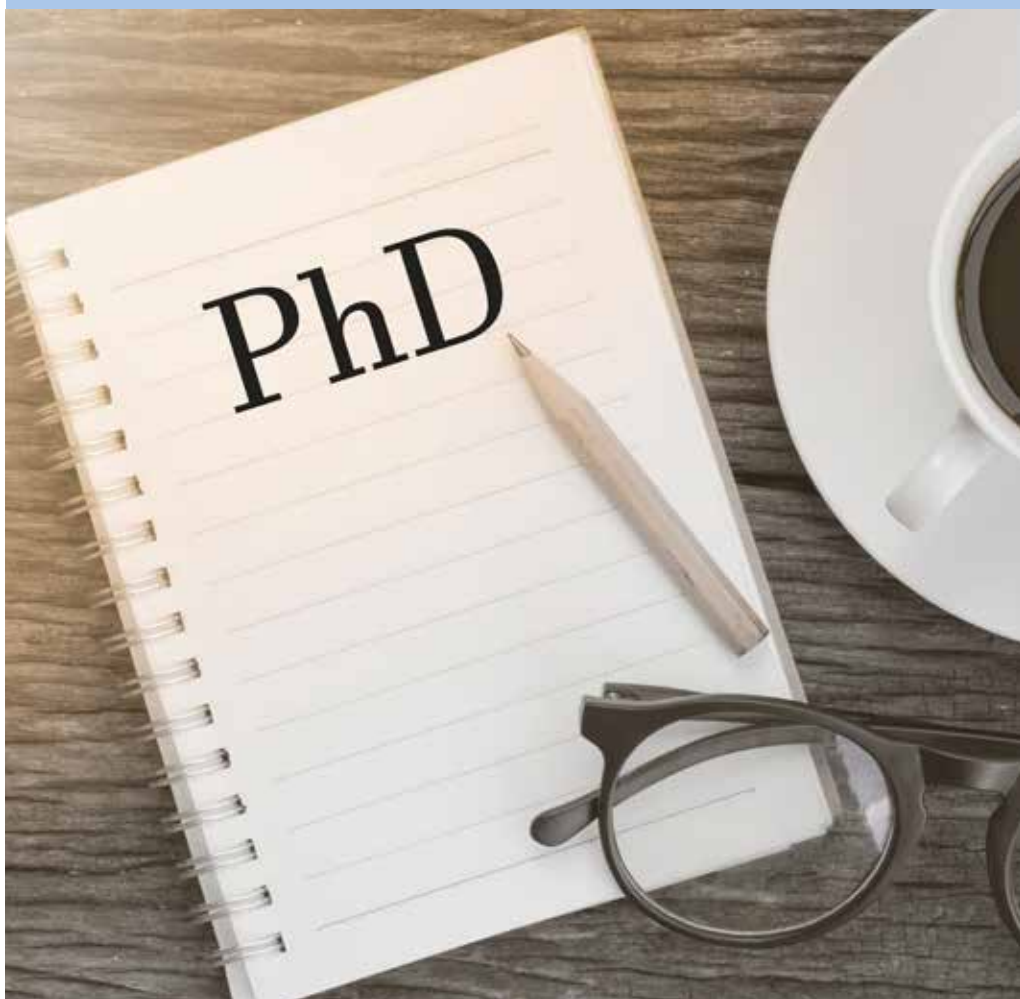


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# Welcome to new PhD candidates

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OVERVIEW OF START-UPS AND MILESTONES IN THE PHD  
PROGRAMME AT THE FACULTY OF ARTS AND EDUCATION



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# Welcome!

Congratulations on your admission to the PhD programme in Educational Sciences and Humanities at Faculty of Arts and Education! You have already received both an employment contract\* for your PhD position (from the HR Department) and a letter about your preliminary admission to the PhD programme from the PhD Administration (at the faculty), with various information. This introductory guide will address the main topics in connection with getting started on your doctoral education.

\*Externally funded PhD candidates will not receive a contract of employment from the University of Stavanger.



## REGISTRATION AS BOTH AN EMPLOYEE AND A STUDENT/PHD CANDIDATE

As a PhD research fellow, you are employed (by the University of Stavanger or another employer) for either three or four years (with 25% required duties). The head of your department or centre is your leader and responsible for welcoming you and getting you settled at start-up. If you have questions regarding your employee status, contact either your leader or the HR Department.

As a PhD research fellow, you are also a student, i.e. a PhD candidate, at the University of Stavanger throughout the period of your employment. The purpose of your employment is that you complete your doctoral education within the agreed time frame. This brochure is mostly about the PhD education you have just embarked. **There is no tuition fee for PhD candidates.**

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## START-UP CHECKLIST FOR PHD CANDIDATES

Together with the letter confirming your admission to the PhD programme, you also have received an Agreement on Admission to a PhD Programme at the University of Stavanger (consisting of parts A, B and possibly C). These agreement documents formalise your admission to the PhD programme:

- Parts A and B (and, where relevant, C) must be read and signed by you, your academic supervisors and your leader, as well as by the faculty, represented by the Vice-Dean for Research or the Dean. Once it has been signed, hand it in to the PhD Administration (as soon as possible after start-up).
- Any required duties must be clarified and agreed with the head of unit (department/centre) and your academic supervisor(s) before you complete and sign the A, B (and C) Agreement.
- Together with your academic supervisor(s), you must further develop the plan for your PhD education, including your project proposal, the required coursework (the training component) and an overview of and schedule for all the activities that will be included in your PhD. The revised PhD plan must be approved and regulated by contract within three months after you started your PhD position.

## IT ACCESS

Your employee number (or the student number, if you are externally funded/employed) is your personal IT username. To activate your IT account, follow the instructions given at the IT departments web page and create a personal password. You need your Student number to log on to Canvas and Studentweb. If you have any problems activating your IT account, please contact the IT Department on tel.: (+47) 51 83 30 00 or by email: [it-hjelp@uis.no](mailto:it-hjelp@uis.no). The University of Stavanger's employee intranet address: <https://intra.uis.no>

## OFFICE SPACE

PhD candidates are given office space in an open plan office, and it is the department or centre where you are employed that will show you/decide where you can sit.

If you are externally funded, you must nevertheless have an academic connection to a centre or department at the University of Stavanger (normally where your main academic supervisor is employed). In which case, you will probably also have access to office space at the University of Stavanger – or at least periodically.

## THE PHD ADMINISTRATION

The PhD Administration is located on the second floor of the Hagbard Lines Hus (HL-building). The PhD coordinators are responsible for the administrative aspects of the

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PhD programme and the candidates' course of study:

- Jeanette Rollheim jeanette.rollheim@uis.no tel.: (+47) 51 83 35 64, room HL-A232
- Astrid T. Aasmundtveit astrid.t.aasmundtveit@uis.no tel.: (+47) 51 83 11 56, room HL-A230

Academic leader of the PhD can provide assistance in connection with academic problems:

- Ulrich Dettweiler: ulrich.dettweiler@uis.no tel.: (+47) 453 70 804, room HL-A227

The Doctoral Committee at the Faculty of Arts and Education is responsible for the academic content of the Faculty's PhD programme. The PhD Committee is chaired by the Vice-Dean for Research at the faculty: Per Henning Upstad (per.h.upstad@uis.no)

## THE PHD REGULATIONS

All new candidates should familiarise themselves with the Regulations for the Philosophiae Doctor (PhD) degree at the University of Stavanger (from January 1, 2020).

## START-UP COURSES

### The faculty's introduction seminar

Each semester, the PhD Administration at the Faculty of Arts and Education arranges an introductory seminar for new PhD candidates. You will receive an invitation indicating the time and place as soon as the date is set. At the seminar we provide a more detailed presentation of the entire doctoral education, with a focus on the start-up phase, as well as providing practical information and tips from the library, the IT Department, and the Economy Department.



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## «PhD Get started»

Twice a year the University's Research Department organises an introductory seminar for new PhD candidates in English. Several of the University's support services are presented here, including the library services, IT assistance, as well as the student ombudsman and UiSDC (the association for PhD candidates at the UiS). Other topics also include what can generally be expected from a PhD supervisor and a short session about career planning.

## ACADEMIC SUPERVISION

The thesis work takes place under academic supervision. All doctoral candidates are expected to have two academic supervisors. Their responsibilities are distributed as agreed between the parties and the department(s). Academic supervision is regulated by the Agreement on Admission (part B) and by UiS' Ethical guidelines for supervisors. Part B of the Agreement must be signed by all the parties involved, i.e., the PhD candidate, the academic supervisor(s) and the head of the relevant unit(s). If you are externally funded, the external body financing your PhD will also be a party to the contract. You should have regular contact with your academic supervisors and expect that they will:

- Provide academic advice on your PhD project
- Arrange for you to have contact with relevant academic environments
- Stay informed about your work, follow up on your progress (PhD courses, midway/ midterm assessment, etc.)

In the event of significant disagreements in a candidate-supervisor relationship, the head of unit and the faculty, represented by the PhD Administration, should be contacted. **Part B, section 7**, of the Agreement on Admission to the PhD Programme at the University of Stavanger provides instructions on the procedure in the event of any changes in the academic supervision situation.

## REVISED PROJECT AND INDIVIDUAL EDUCATION PLAN (PHD PLAN)

Within three months of starting in your PhD fellow position, you must submit a revised PhD plan (comprising your project outline and individual education plan) to the PhD Administration, represented by the PhD coordinator. The revised plan should be written by you, but your academic supervisors are expected to be involved in the planning and formulation of it. Both you and your supervisor must sign/approve the plan that is submitted. The project description will be assessed before it is presented to the Faculty's Doctoral Committee for approval and final admission to the PhD program.

The plan must include:

- A cover page indicating the title of the project, the candidate's full name, the name of the academic supervisors, the funding period, and the funding source
- An overview detailing what changes have been made since preliminary admission to the PhD programme was granted
- The main topic, background, theory, methods, ethical considerations, expected results and a

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- preliminary literature list for the project
- Information about which PhD courses (if applicable, external PhD courses) you have planned or would like to take
  - Your plan for dissemination activities (publications, conferences) and, if applicable, international mobility/research stay abroad
  - The timing of the midterm seminar (normally in the third or fourth semester)
  - The schedule and progress plan for the various activities and milestones

Once the revised plan has been approved, it is regarded as the final plan for your project. Its function is to be a key tool to ensuring the completion of your PhD within the prescribed timeframe. In collaboration with your supervisor(s), you must ensure that the plan is kept up to date. Minor changes must be reported in the annual progress report (submitted in January/February). More significant changes must be reported to the Doctoral Committee for approval.

## **REQUIRED COURSEWORK - PHD COURSES**

All PhD candidates must complete a training component, comprising the academic and methodological training needed to be able to complete your thesis. We therefore encourage candidates to complete the required coursework as early as possible. It must comprise (at least) 30 credits distributed as follows:

- Philosophy of science and research ethics (together at least 10 ECTS)
- Research methods (at least 5 ECTS)
- Elective courses (15 ECTS)

You can find an overview of all PhD courses offered at the Faculty of Arts and Education on the external website ([uis.no](http://uis.no)). You register for courses via Studentweb\*, and all relevant information about the courses will be posted on the platform Canvas when the course is being held.

\*The website for PhD courses also contains a registration form that can be used to sign up for PhD courses.

Your supervisor must be involved in the selection of PhD courses and can help you work out which courses will be most useful for your project. If you wish to take external courses, this should be clarified with your academic supervisors and the PhD Administration before the start of the course. Once you have completed all the courses you need and you also have the necessary research dissemination experience, you can apply for approval of the completed training component (using a separate application form).

## **RESEARCH DISSEMINATION AND CONFERENCES**

Academic dissemination is one of the main elements of the PhD education, and all PhD candidates must submit documentation of at least one dissemination contribution related to their project.

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Research dissemination activities may be:

- A contribution at a conference or research seminar
- A lecture or poster presentation
- Teaching at bachelor's or master's degree level (relevant to the PhD work)
- Articles or other popular science works

Documentation of this kind of dissemination experience must be submitted in connection with the application for approval of the completed required coursework. It is therefore important that you keep relevant conference brochure(s), programme(s), and information about your contribution(s). The faculty has a special communications advisor who can advise you on how to popularize scientific research dissemination.

## **PROGRESS REPORTING**

With a view to ensuring quality and contributing to adequate progression and quality in the organised PhD education, the PhD candidate and the main supervisor are each required to submit a written report on the progress of the work once a year. PhD candidates report on their progress via Studentweb. This report forms the basis for an assessment of the candidate's progress, both in terms of the research project and in terms of completion of courses/the required coursework and various milestones.

These reports are processed at the Faculty and the results of the progress reporting are annually presented in the Doctoral Committee at the Faculty of Arts and Education (DU-UH).

## **MIDTERM SEMINAR**

An extended review of the status and progress of your PhD project takes place approximately halfway through the PhD period (usually in the third or fourth semester), in the form of a "midterm (midway) seminar". At the Faculty of Arts and Education, this is arranged as a public seminar where the candidate presents his/her work to an evaluation group consisting of two members, one of whom is external. The evaluation group evaluates and comments on the project and has a meeting with you and your supervisors after the seminar.

The purpose of the seminar is to provide constructive feedback on the quality and progress of the project so far, and it represents an important opportunity for you to correct and adjust the project, as well as assess whether any additional measures need to be implemented to ensure completion within the deadline. The evaluation group (represented by the external commentator) submits a summary report to the Faculty.

## **PERIOD ABROAD - INTERNATIONAL MOBILITY**

According to the University of Stavanger's PhD Regulations, all PhD candidates must normally complete a period abroad of at least three months. A period abroad can provide new ideas and academic benefits in the form of different perspectives on your PhD



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project. International mobility may also help expand your (academic) network with a view to a future research career and international collaboration. Your academic supervisor or academic environment should be able to advise you on academically relevant institutions.

There are several practical details to arrange and bear in mind in connection with international mobility, so you should start planning and preparing for your period abroad at an early stage.

## **FINANCING OF PERIODS ABROAD**

A period abroad usually requires additional funding. It is your responsibility to find out about ways of financing it. The University of Stavanger's intranet pages on research mobility list various sources of funding that may be relevant for PhD candidates to apply for. If it is not possible to raise the necessary funding externally, UiS has its own scholarship scheme (mobility funds) for PhD candidates who want to spend three months at a foreign research institution. Contact the PhD coordinator for more information about how to apply.

## **COURSES IN GENERIC AND TRANSFERABLE SKILLS**

UiS offers various courses on how to develop/acquire other personal and professional skills for your future professional life: PhD skills development courses. These courses cover a wide range of topics, including communication, synopsis writing and stress management. An overview of the courses currently available is posted on the UiS website.

## **THESIS**

The work on the thesis is normally expected to take 2.5 years of full-time work. The formal requirements regarding a PhD thesis are incorporated in chapter 6 of the PhD Regulations and in the Faculty of Arts and Education's programme description for the degree, which states that it:

- must be an independent piece of academic work that meets international standards about ethical requirements, academic levels and methodologies
- must contribute to the development of new academic knowledge and be of an academic standard that is suitable for publication as part of the scientific literature in the field
- may consist of one larger piece of work (monograph) or of several smaller works that together constitute a whole (an article-based thesis)

## **COMPLETION AND SUBMISSION**

The PhD Administration regularly arranges a submission seminar for all PhD candidates who are preparing to submit their thesis. At the seminar you will get detailed information about the processes in connection with approval of the completed required coursework, submitting your thesis, the work of the assessment committee, errata list, deadlines and expected timings, as well as the course of events at the final lecture and public defence.

## Other useful information

### THE HR DEPARTMENT

In addition to your leader (head of unit), the HR Department is responsible for aspects related to your employment, such as salary, holidays, sick leave, leaves of absence, terms and conditions of employment, and, where relevant, termination of contract. Contact the HR Department if you have any questions about formal aspects of your employment, e-mail: [hr-infodesk@uis.no](mailto:hr-infodesk@uis.no).

Once you have accepted the PhD position, the HR Department will register you in the SAP portal. You will then receive an employee number that will entitle you to an employee card (you can pick it up in the Arne Rettedals Hus (AR-building)). The employee card gives you free access to all the university campuses that require an access card, including all the printers and the possibility of a car parking space.

### THE UNIVERSITY LIBRARY

The University Library is situated in the Kjølv Egelands Hus (KE-building). It is open 24 hours a day, seven days a week, but outside normal office hours you will need to use your employee card to get in. If you want to read articles or publications that require payment or special access, contact the library for assistance, e-mail: [ub@uis.no](mailto:ub@uis.no).

### UISDC

The UiS Doctoral Community (UiSDC) is an interest organisation for all PhD candidates at the University of Stavanger. In addition to being an academic and social forum, it represents the PhD candidates in various administrative contexts and committees. UiSDC has its own website.

### PROJECT BUDGET AND PROJECT NUMBER

All PhD candidates employed at UiS have a project budget that comes with the PhD fellow position. At the Faculty of Arts and Education, these funds currently amount to NOK 90,000 for the entire period of employment. This money can be used to cover expenses in connection with travels, courses and conferences, books, technical equipment, and copy editing. You must clarify in advance with your head of unit how to use this funding, preferably in consultation with your main academic supervisor.

Contact the Economy Department to get the project number related to your PhD position. You will need this number when placing orders and making purchases in connection with your PhD project. The Economy Department also answers questions about the rules regarding the use of these funds or how much you have left/available during your PhD period. Equipment you purchase with these funds is not your personal property.

### THE STUDENT OMBUD

The Student Ombud is an independent, impartial support person for students at UiS and will, among other things, advise and assist students, as well as ensure that cases receive proper and correct treatment. From 1.1.2020, the Ombud's area of responsibility is expanded to apply also to doctoral students. Enquiries can be made informally and treated confidentially, i.e. that the Student Ombud has obligation of professional secrecy. The ombud can be reached at: [studentombudet@uis.no](mailto:studentombudet@uis.no), tel.: 51832985.



### THE SERVICE PORTAL

All work and study-related purchases and orders, such as IT equipment, books, travels, etc., must be made through the University's service portal. Log in via Feide (using your employee number and password) to place orders. When placing an order, you must apply for preliminary approval from your leader via the SAP portal. Once you have been granted the procurement, you will be allocated a budget code. If you are going to travel, a travel and subsistence claim form and relevant documentation of your expenses must be uploaded in the SAP portal on return.

### REQUIRED DUTIES

PhD candidates employed in a four-year PhD fellow position, are to deliver 25% (one year) of required duties. It is important that you know as early as possible what your required duties will be and when they are to be carried out. This will be agreed on in consultation with your leader (and often also the academic supervisor or academic environment to which you belong).

### TIPS AND ADVICE

The PhD Administration recommends and encourages all PhD candidates to:

- Attend other PhD candidates' midterm seminars
- Attend public defences



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Challenge.  
Explore.