



The Research Fellow as a PhD candidate

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UNIVERSITETET I BERGEN

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 caterogies

- Intern candidates
 - Employed by UiB
 - University scholarship (with undervisningsplikt)
 - Scholarship by the Norwegian counsile (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

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graph TD; A[Doctoral Education] --- B[Early stage  
Admission & study rights]; A --- C[Follow-up  
Progression]; A --- D[Late stage  
Thesis submission & defense];
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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 than **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>
 - 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



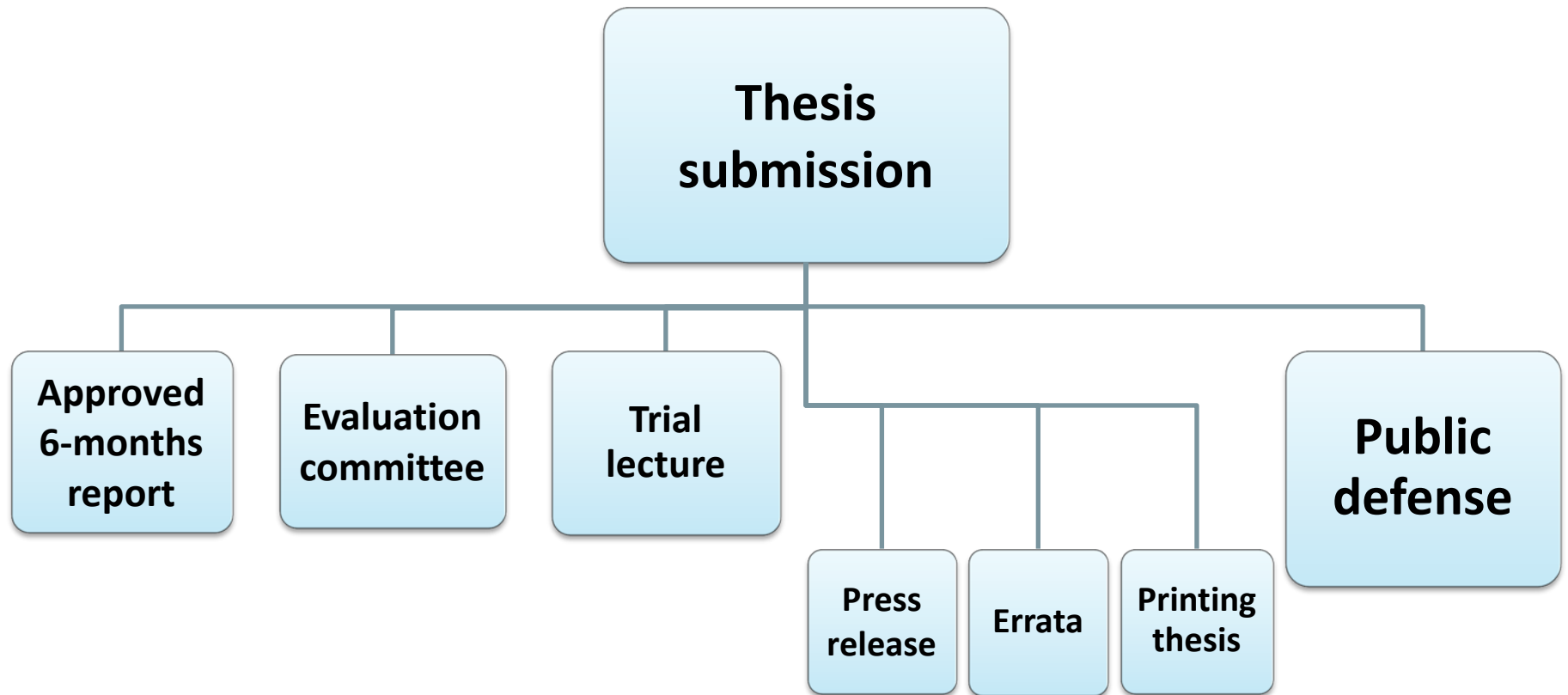
Progression

- 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:
<http://www.uib.no/phd/en/doctoral-training/thesis-work/thesis-requirements>
 - Form
 - Monograph
 - Inter-connected articles
 - Language - preferably English
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- Thesis template – printing layout





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

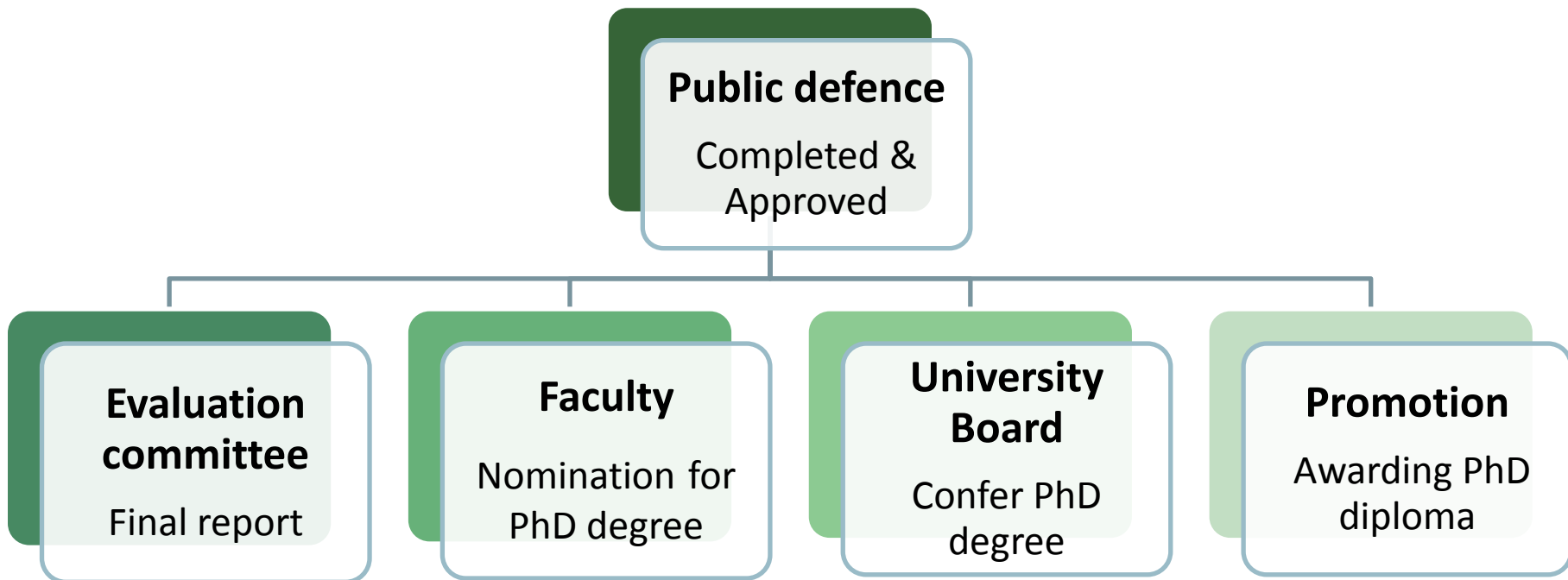
- Trial lecture
 - Part of the requirements for the doctoral education.
 - Held after thesis submission and before the PhD defense
 - The title of the lecture will be announced 10 workdays in advance.
 - The duration of the trial lecture should be 45 minutes.
 - Evaluation by a three-members committee 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)
 - Thesis template , assigning an ISBN number and thesis production
- Publish an electronic version in BORA



Last phase – III

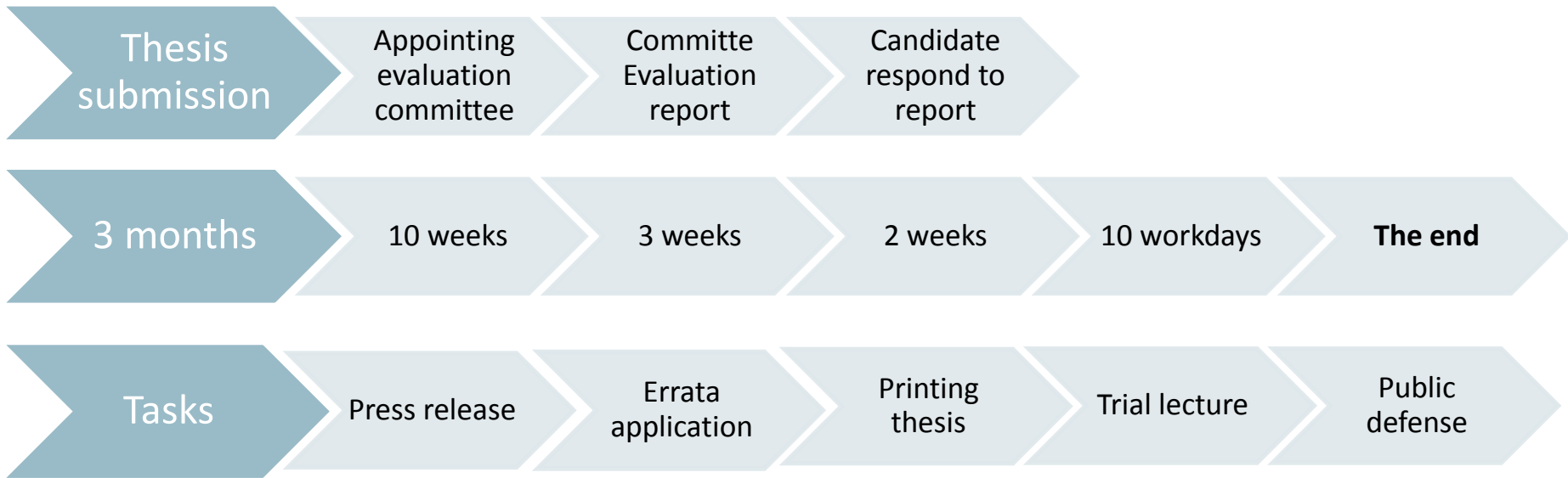
- Doctoral defense
 - Report from the evaluation committee – approved / not approved – 3 weeks before the planned public defense.
 - The candidate should have at least two weeks to respond in written to the committee's evaluation.
 - If the thesis is approved, the thesis will be defended by discussing 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





Summary





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
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- Errata Application



Useful links – I

- UiB's page for PhD program: 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
- Faculty's page for PhD program:
<http://www.uib.no/matnat/en/research/doctoral-education-at-the-faculty-of-mathematics-and-natural-sciences>
 - 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 profiltorg
 - 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!

