

Utgangspunkt: *Handlingsplan for forskerutdanning*. Et av tiltakene som prioriteres her er å videreføre arbeidet med fellesgrader. Det er et mål at UiB utvikler felles doktorgradsprogrammer med utenlandske institusjoner.

Ph.d.-utdanningen er en individuell utdanning med fokus på original forskning som gjerne utvikles i tilknytning til forskningssamarbeid.

Fellesgrader kan være aktuelt for kandidater som er inkludert i større allerede etablerte forskningsprosjekter som involverer flere samarbeidsinstitusjoner.

Denne rutinebeskrivelsen gjelder det som er spesielt for fellesgradssamarbeid på ph.d.-nivå.

Herunder også Collaborative European Training Networks som del av Marie S. Curies Innovative Training Networks? Hvis ja, må forskningsrådgiverne involveres.

«Forskrift for graden philosophiae doctor (ph.d.) ved Universitetet i Bergen» er det viktigste referansedokumentet i utarbeidelsen av fellesgrader.

Rutinebeskrivelsen *Veiledning for utvikling og drift av fellesgrader for bachelor og master* kan med fordel konsulteres i utarbeidelsen av fellesgrader på ph.d.-nivå. Man må likevel ta høyde for at en fellesgrad på ph.d.-nivå er annerledes enn BA og MA-nivå.

I: Utviklings- og konseptfasen	Sjekkliste	Hvem gjør hva?
Fange opp interessant forskningssamarbeid	<ul style="list-style-type: none"> <li>• Hva er kvaliteten (omfang, varighet, faglig profil, kapasitet) i samarbeidet?</li> <li>• Hvilke forpliktelser følger med samarbeidet?</li> <li>• Hvordan er gjensidigheten/interessen for hverandre?</li> <li>• Finnes det muligheter for økonomiske midler?</li> <li>• Sjekke at samarbeidsinstitusjonene er høyere utdanningsinstitusjoner med rett til å utstede doktorgrader</li> </ul>	<ul style="list-style-type: none"> <li>• Valg av partnere er primært en faglig vurdering (noen land er mer krevende enn andre)</li> <li>• Administrasjonen (fak/FA/SA) kan være behjelpelig i å skaffe oversikt over andre som samarbeider med samme partner</li> <li>• Forskningsrådgiverne på fak./institutt i tillegg til vitenskapelig ansatte sjekker muligheter for økonomiske midler</li> <li>• Fakultetet sjekker samarbeidsinstitusjonenes status</li> </ul>
II: Vuderingsfasen	Sjekkliste	Hvem gjør hva?
Fellesgrad eller annen type samarbeid omkring forskerutdanning	<p>Før inngåelse av fellesgrad, er det en del kriterier som må vurderes og kunne besvares:</p> <ul style="list-style-type: none"> <li>• <b>Merverdien</b> av samarbeidet må tydeliggjøres</li> <li>• Krav til tydelig <b>forankring i fagmiljøet</b>: Redegjør for tilstrekkelig antall vitenskapelig ansatte som skal delta i samarbeidet Synliggjøre et robust miljø som kan opprettholde samarbeidet <b>over tid</b>.</li> <li>• Programutforming: minimumskrav til innhold må avklares (bør dekke fremdriftsplan, læringsutbytte, opplæringsdel, omfang i avhandling)</li> <li>• Vurdere antall kandidater en ønsker å ta opp</li> <li>• Tilsvarende må vurderes også for</li> </ul>	<p><b>Institutt:</b></p> <ul style="list-style-type: none"> <li>- Forbereder notat til fakultet der samarbeidets <b>merverdi</b> beskrives samt bekreftelse fra instituttets leder om at samarbeidet er forankret og de økonomiske aspekter er vurdert.</li> <li>- Saken opprettes i universitetets saksbehandlings- og arkivsystem, ephorte.</li> </ul> <p><b>Fakultet:</b></p> <ul style="list-style-type: none"> <li>- Gir råd i utviklingsfasen i samarbeid med instituttkoordinatør og FA (må vurdere om rådgivningsfasen skal ligge på institutt eller fakultetsnivå)</li> <li>- Resurssituasjonen må avklares</li> <li>- Avhengig av samarbeidets form, presentere ulike alternativer for videre</li> </ul>

	<p>samarbeidende institusjon.</p> <ul style="list-style-type: none"> <li>• Omfang av mobilitet</li> <li>• Finansiering: ressursgrunnet må være tilstrekkelig for hele avtaleperioden; stipend, reiser, mottak, bolig, forsikring, undervisningskrefter og veiledere, teknisk og adm.støtte</li> <li>• Spørsmålet om skolepenger må avklares</li> <li>• Tidsperspektiv: forpliktende og langsiktig</li> </ul>	<p>saksgang.</p> <ul style="list-style-type: none"> <li>- Dekan/fak.ledelse må godkjenne samarbeidet og dets form.</li> </ul> <p><b>FA:</b></p> <ul style="list-style-type: none"> <li>- Overordnet rådgiver må informeres på et tidlig tidspunkt</li> <li>- Dialog og rådgivning med fakultetet i forhold til hvilken avtalemal som bør brukes</li> </ul>
<b>III: Avtalefasen</b>	<b>Sjekkliste</b>	<b>Hvem gjør hva?</b>
A: Utforming av samarbeidsavtaler	<p>Når det er enighet om å inngå samarbeid omkring fellesgrad på ph.d.-nivå:</p> <ul style="list-style-type: none"> <li>- Utarbeide overordnet institusjonsavtale mellom de samarbeidende institusjonene med utgangspunkt i maler fra FA.</li> <li>- Utarbeide spesifikke avtaler for skisserte prosjekt og/eller enkeltkandidater (herunder også IPR-avtale dersom det er relevant)</li> </ul>	<p><b>Institutt:</b></p> <ul style="list-style-type: none"> <li>- Utarbeider forslag til samarbeidsavtale (mal fra FA bør brukes som utgangspunkt, men maler fra andre institusjoner kan også brukes så lenge de ivaretar minimumskrav fra UiB)</li> </ul> <p><b>Fakultet:</b></p> <ul style="list-style-type: none"> <li>- Gir råd i utforming av avtaletekst i samarbeid med FA og gjennomgå avtalen.</li> <li>- Fakultetet tar ansvar for å innhente signaturer via FA</li> <li>- Informerer fakultetsstyret og universitetsstyret om nye samarbeid</li> </ul> <p><b>FA:</b></p> <ul style="list-style-type: none"> <li>- Utarbeider og oppdaterer maler</li> <li>- Gir råd i prosessen med å få avtalen ferdigstilt og signert</li> <li>- Kvalitetssikrer avtalen før signering</li> </ul>

<p>B: Innhold i samarbeidsavtalen</p>	<p>Følgende forhold bør vurderes i utviklingen av samarbeidsavtale:</p> <ul style="list-style-type: none"> <li>• Begrepsavklaring (hvilken form for samarbeid snakker vi om)</li> <li>• Organisering og styre (board)</li> <li>• Varighet av programmet</li> <li>• Opplæringsdel, herunder obligatoriske aktiviteter, ECTS, etikk, etc</li> <li>• Status til doktorgradskandidaten (ansatt/student)</li> <li>• Opptak og registrering</li> <li>• Tuition fee, eventuelle andre avgifter</li> <li>• Veiledning</li> <li>• Språkkrav</li> <li>• Rapportering</li> <li>• Krav til avhandling</li> <li>• Krav til mobilitet</li> <li>• Kvalitetssikring (evaluering, læringsutbyttebeskrivelser, etc.)</li> <li>• IPR (hvis det er relevant, må det utarbeides en egen avtale)</li> <li>• Krav til gradsutstedelse</li> <li>• Trykking/innlevering av avhandling; ansvarsavklaring mellom de samarbeidende institusjoner</li> <li>• Disputassted – tid og sted (for UiB er det en fordel at det skjer her i forhold til belønningssmidlene)</li> <li>• Bedømmelseskomité</li> <li>• Vitnemål</li> <li>• Open Access</li> </ul> <p><b>NB! En fellesgrad skal ikke føre til dobbeltarbeid</b></p>	<p><b>Institutt/Fakultet:</b></p> <ul style="list-style-type: none"> <li>- Bruker avtalemal fra FA og bruk denne som utgangspunkt for kontakt med samarbeidende institusjon: faglig og administrativ kontakt er viktig.</li> <li>- Vurderer hvilke punkt fra sjekklisten som er aktuelle i hver enkelt avtale</li> <li>- Ivaretar fleksibilitet innenfor regelverket, Forskriften ved UiB åpner opp for dette der det er nødvendig av hensyn til regelverket ved de samarbeidende institusjonene (§19,1)</li> </ul> <p><b>FA:</b></p> <ul style="list-style-type: none"> <li>- Gir råd i hele fasen</li> <li>- Ansvarlig for kvalitetssikring av avtalen før oversendelse til rektor for signatur</li> </ul>
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	for kandidaten og veileder	
<b>IV: Iverksettelsesfasen</b>	<b>Sjekkliste</b>	<b>Hvem gjør hva</b>
Opptak og registrering til ph.d.	<p>Gjennomgå søknad om opptak og registrering. Sjekk spesielt:</p> <ul style="list-style-type: none"> <li>- At registrering og opptak skjer iht til etablerte rutiner</li> <li>- Ekstern veileder fra annen utdanningsinstitusjon</li> <li>- Kandidatens integrering i større forskningsprosjekt.</li> <li>- Planlagt forskningsopphold ved samarbeidsinstitusjonene (inkludert varighet)</li> <li>- Finansieringsplan</li> <li>- Opptaksrutiner ved samarbeidende institusjon må derfor sjekkes.</li> <li>- Påse at kandidaten er oppmerksom på spørsmål om trygde- og forsikringsrettigheter før mobilitetsopphold.</li> </ul>	<p><b>Institutt:</b> Kvalitetssikrer alle ledd i forbindelse med opptak og registrering. Har ansvar for kontakt med samarbeidende institusjon.</p> <p><b>Fakultet:</b> Kvalitetssikrer. Sender forslag til avtale til FA for en siste kontroll.</p> <p><b>FA:</b> Kvalitetssikrer. Tilveiebringer (2 originaleksemplar) fra ledelse og sender tilbake til fakultet.</p> <p><b>Fakultet:</b> Sender videre til samarbeidende institusjon for signatur. Når alle har signert, sikre at kandidat, veileder, institutt, fakultet, samarbeidende institusjon og FA får kopi av signert avtale. Signert avtale legges i ephorte</p> <p><b>FA:</b> Skal holde oversikt over alle inngåtte samarbeidsavtaler ved UiB, samt oppdatere eksisterende maler ved behov.</p>
<b>V: Sluttfasen</b>	<b>Sjekkliste</b>	<b>Hvem gjør hva</b>
<p>Innlevering/trykking</p> <p>Vurdering: Disputas og prøveforelesning</p> <p>Utstedelse av vitnemål og grad</p>	<ul style="list-style-type: none"> <li>- Sørge for at begge institusjoner blir akkreditert i den trykte avhandlingen iht. avtalen</li> <li>- Sørge for at avhandlingen blir distribuert iht. avtalen (ex hvor mange kopier UiB</li> </ul>	<p><b>Dersom UiB står for disputas:</b> KA: Har kontakt med AiT om maler for hvordan fellesgradsavhandlinger skal se ut</p> <p>Institutt: Følger prosedyre som avtalt ifht disputas</p>

	<p>skal ha, og i hvilket format, trykket eller elektronisk)</p> <ul style="list-style-type: none"> <li>- Sørge for at disputas og prøveforelesning skjer iht. avtalen</li> <li>- Forsikre seg om at vitnemål skjer iht. avtalen (Vær obs på at vitnemål for en fellesgrad er annerledes enn ordinære vitnemål for ph.d. ved UiB)</li> <li>- Tommelfingerregel: Embossed seal [?]</li> <li>- Navn på grad må være Philosophiae Doctor (Ph.d.)</li> <li>- Det må settes inn en krysshenvising mellom vitnemålene om to eller flere vitnemål utstedes</li> <li>- Karakterutskrift fra alle involverte institusjoner må vedlegges (der kurs er tatt) – NB! Husk gjensidig godkjenning av hverandres kurs.</li> <li>- Diploma Supplement</li> </ul>	<p>og prøveforelesning</p> <p>Fakultet: Utformer DS som gjenspeiler fellesgradssamarbeidet</p> <p>Kollegiesekretariatet: har hovedansvar for utforming av vitnemål på fellesgradsnivå</p> <p><b>Dersom samarbeidende institusjon står for disputas:</b></p> <p>Institutt/fakultet:</p> <ul style="list-style-type: none"> <li>- Sørge for at avslutningen, skjer iht. avtalen</li> <li>- Sørge for at vitnemålet blir utformet og utstedt iht. avtalen.</li> </ul>
Tilgjengelighet	<ul style="list-style-type: none"> <li>- Open access via BORA</li> </ul>	Kandidat Universitetsbiblioteket

## **Agreement governing Joint Degrees and Cotutelles of Doctoral Candidates between partner institutions and University of Bergen, Norway (UiB)**

### **PREAMBLE**

This agreement sets out on the basis of existing common scientific cooperation between the University of Bergen and other institutions.

The agreement is in accordance with the Norwegian Act Relating to Universities and University Colleges of April 1 2005 and the Regulations for the Philosophiae Doctor (PhD) degree at the University of Bergen, of June 20, 2013.

[Add here the equivalent formulation from the partner institution]

All parties commit themselves to act in conformity with the institutions' regulations and codes of practice covering doctoral awards and to seek the resolution by mutual consent of any difficulties that might arise in the interpretation of those regulations.

### **Integrated joint PhD education**

An integrated joint PhD education is a study programme for which the collaborating partners are jointly responsible for the research, learning outcome, management of the study programme, quality assurance and evaluation of the education. The education is organized by a board with faculty members from the collaborating partners. The partner institutions work out the content and curriculum jointly and cooperate on admission, progress and examinations.

The principle of the joint degree is to admit the candidates to a joint PhD-education at the collaborating universities and to fulfil the requirements of these universities, while making only one final examination, producing only one dissertation/thesis and earning one degree. The Joint PhD-agreement must ensure that candidates accepted are not given a double workload.

An integrated joint PhD education may lead to the award of a double or a joint PhD degree. The name of the doctoral degree shall be Doctor of Philosophy/Philosophiae Doctor (PhD).

### **Article 1) Definitions**

**Joint degree:** A single diploma issued by at least two higher education institutions offering an integrated joint PhD-education and recognized officially in the countries where the degree-awarding institutions are located.

**Double or multiple degree:** Two or more diplomas issued by two or more higher education institutions on the basis of an integrated joint PhD-education and recognized officially in the countries where the degree-awarding institutions are located.<sup>1</sup>

### **ARTICLE 2) BOARD**

The joint PhD education will be administered by a board. Each university shall appoint **XX** members to the board consisting of members from the involved faculties of the universities. The board shall cooperate on all aspects, mentioned in this Agreement, related to the education. The board shall not

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<sup>1</sup> These definitions are based on the Erasmus Mundus definitions, which are developed by the European Commission on the basis of the Recommendation on the Recognition of Joint Degrees (Council of Europe/UNESCO: 2004)

deliberate and decide unless half of the members are present. Decisions shall be taken by simple majority. A coordinator must be identified for each joint PhD agreement.

## ARTICLE 3) ADMISSION AND REGISTRATION

### a) Eligibility

Candidates must fulfil the criteria for admission to the Joint PhD education, registration, training and examination at both universities and should undertake joint research projects with supervisors from both universities.

### b) Admission and registration

If accepted the candidate will first register at universities involved in the agreement and then at the partner university. On the application forms for partner institutions and UiB respectively, the candidate must specify that he/she wishes to register for the joint doctoral education according to this agreement. The application must be recommended by potential supervisors at the universities.

If a PhD candidate wishes to register for the joint PhD education according to this agreement after first having been registered only at one university, this must be done no later than one year after the candidate has been admitted to the university where s/he was first enrolled.

## ARTICLE 4) DURATION OF STUDIES

Duration of the joint PhD education is 3 years full time or up to 6 years part time. UiB is committed to the Norwegian University Act regulates duration of PhD study programmes to 3 years.

(Cf. *Regulations for the Philosophiae Doctor (PhD) at the University of Bergen*, section 5.4.<sup>2)</sup>

## ARTICLE 5) SUPERVISION

There shall be at least one supervisor at each university, one of whom should be the main supervisor. Adjunct supervisors from either university or any other university may be appointed as required.

Cf. *Regulations for the Philosophiae Doctor (PhD) at the University of Bergen*, section 6.<sup>3)</sup>

## ARTICLE 6) TRAINING COMPONENT

The institutions must agree upon how the candidate shall undertake the training component. At UiB it consists of 30 ECTS credits, equivalent to one semester's workload and shall be relevant for the research conducted by the candidate.<sup>4</sup> Cf *Regulations for the Philosophiae Doctor (PhD) at the University of Bergen*, section 7.<sup>5)</sup>

There shall be joint recognition of courses included in the study programme given at the universities involved. Care should be taken to avoid overlap between courses. This is mainly the supervisors'

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<sup>2</sup> If needed, add equivalent reference to the PhD regulations at the partner institution

<sup>3</sup> If needed, add equivalent reference to the PhD regulations at the partner institution

<sup>4</sup> The UiB uses the ECTS system for student workload and grading ([http://ec.europa.eu/education/programmes/socrates/ects/index\\_en.html](http://ec.europa.eu/education/programmes/socrates/ects/index_en.html)). At the PhD level the ECTS is applied to the taught part only. The normal semester course load for the specific joint programme is described in the programme outline.

<sup>5</sup> If needed, add equivalent reference to the PhD regulations at the partner institution



responsibility. Documentation of course work must be done through approved transcripts in English from either university.

## **ARTICLE 7) FORMAT OF THESIS**

The format of the thesis and the mode of submission must be agreed upon by the two universities. Cf. *Regulations for the Philosophiae Doctor (PhD) at the University of Bergen*, section 10.<sup>6</sup>

## **ARTICLE 8) PROGRESS AND REPORTING**

The institutions must agree upon how the candidate shall report on progression. As for the University of Bergen, the annual progress report and the midway-evaluation should be taken into account.

Cf. *Regulations for the Philosophiae Doctor (PhD) at the University of Bergen*, section 9.<sup>7</sup>

## **ARTICLE 9) SUBMISSION AND ASSESSMENT OF DISSERTATION/THESIS**

### **Basis for assessment:**

The PhD candidate must satisfy:

- a) Approved academic training component
- b) Approved written dissertation/thesis; and
- c) Approved defense

The candidate shall only present herself/himself to the assessment of the dissertation/thesis at one of the universities, following local procedures if not specified otherwise in the joint PhD agreement. A joint assessment committee must be appointed by the regular appointing bodies of the two universities and must have members from both universities, as well as external members. The candidate's supervisors cannot serve on the assessment committee.

### **Resubmission**

A thesis which is not approved for public defence may be submitted in a revised form. The institutions must agree upon the timeframe for resubmission. A new assessment can only be made once.

In the event of resubmission, the PhD candidate must clearly state that the work has been assessed previously and not found worthy of a public defence.

## **Article 10) Diploma**

The diploma for the *joint degree* shall normally be in English. Only one diploma will be issued presenting both university logos. It shall contain the title of the degree in English, the candidate's name and sex, date of award, signatures of the two authorities and embossed university seals. The

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<sup>6</sup> If needed, add equivalent reference to the PhD regulations at the partner institution

<sup>7</sup> If needed, add equivalent reference to the PhD regulations at the partner institution

design of the diploma and the front page of dissertation/thesis shall reflect the joint nature of the degree.

The diploma for a *multiple degree* shall be in English. Two or more diplomas may be issued following local procedures, if not specified otherwise by the joint PhD agreement. The diploma shall reflect the joint nature of the degree.

Accompanying explanatory notes shall be in English in form of a Diploma Supplement. The Diploma Supplement issued with a joint degree and a multiple degree must clearly describe all parts of the degree, and it must clearly indicate the institutions and/or study programmes at which the different parts of the degree have been earned.

A PhD doctorate shall be presented at graduation ceremonies of both universities and announced as a joint award. The PhD candidate may decide which graduation ceremony to attend in order to receive the diploma and may attend both convocations.

## **ARTICLE 11) USE OF INTELLECTUAL PROPERTY**

Issues related to IPR and the regulations of rights, when relevant, must be formalized in a separate agreement. Cf. *Regulations for the Philosophiae Doctor (PhD) at the University of Bergen*, section 10,5.<sup>8</sup>

## **ARTICLE 12) OPEN ACCESS**

Published research results will normally be made available through free electronically available databases. At the University of Bergen open access to the dissertation will be made available through Bergen Open Research Archive - BORA).<sup>9</sup>

## **ARTICLE 13) MOBILITY**

PhD candidates under the joint degree cooperation should stay at either university for a substantial part of their studies to be specified by the individual agreement.

## **ARTICLE 14) FINANCIAL MATTERS**

### **a) Funding**

Candidates must have secured funding prior to registration and for the entire duration of the education.

### **b) Fees**

PhD candidates will not pay tuition fees while staying at UiB. UiB cannot charge tuition fees independently or on behalf of partner institutions.

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<sup>8</sup> If needed, add equivalent reference to the PhD regulations at the partner institution

<sup>9</sup> Recommendations on Open Access adopted by EUA council 26 March 2008.

### **ARTICLE 15) COMMITMENT**

This joint PhD agreement must ensure participation from partner institution and UiB throughout the whole process from admission to the completion of the degree.

### **ARTICLE 16) JOINT PHD STUDY PROGRAMME OUTLINE**

Agreements and/or study programme outlines for joint PhD degrees must be made as an appendix to this agreement.

### **ARTICLE 17) CONTINUATION, WITHDRAWAL AND TERMINATION OF CANDIDATURE**

The prevailing conditions for continuation, withdrawal and termination of candidatures of the candidate's home university will apply.

In case a candidate wishes to leave the joint PhD programme in order to pursue a degree at one of the universities, this will be allowed following approval by both institutions. The decision must take into consideration what should happen to the work done under the joint PhD programme.

### **ARTICLE 18) Applicable Law and Settlement of Disputes**

Should a dispute arise, the parties shall endeavor to settle their disputes amicably. Any dispute, controversy or claim arising out of or relating to this Agreement shall be settled by negotiation between the boards of postgraduate studies of the two universities. In the event, and to the extent, that the boards have not resolved the dispute within two months of the commencement of the negotiation the dispute shall be referred to the rectors of the universities for mediation.

### **ARTICLE 19) EFFECTIVE DATE AND TERMINATION**

This Agreement is valid for a period of five years and it is automatically extended by five years unless terminated by either university with a notice period of one year. If terminated, it will not affect the registered PhD candidates until the degree is awarded according to the regulations.

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**UNIVERSITY OF BERGEN**  
**RECTOR**

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**XX UNIV**  
**RECTOR**

**Joint PhD Agreement**  
**for candidate: .....**  
**by and between**  
**[fill in partner institution]**  
**and**  
**University of Bergen, Norway (UiB)**

## **Preamble**

This agreement sets out on the basis of existing agreement as of **date** governing Joint Degrees of Doctoral candidates between between the two institutions.  
Doctoral candidate: **name of doctoral candidate**

At the University of **[institution 1]**

and the University of **[Institution 2]**

leading to the award of the joint degree of Doctor of Philosophy/Philosophiae Doctor

The title of the doctoral candidate's research project is:

**Specify the title of the research project**

The Joint PhD agreement must be effective no later than one year after the candidate has been admitted to the home university.

## **Article 1. Admission and registration**

1. Mr/Ms..... is to be admitted as a doctoral candidate at **the partner institution:**  
**[school unit]**

Mr/Ms..... is also to be admitted as a doctoral candidate at the **department,**  
University of Bergen.

The candidate must meet all formal requirements for admission to doctoral studies in both institutions.

The candidate must register in both institutions, but with a registration fee exemption in one of the institutions during the period of joint supervision.

The candidate will have to pay the registration fee at **partner institution**, with a registration fee exemption at the University of Bergen during the period of joint supervision.

2. Ms/Mr .....holder of a Master Degree or equivalent in **field/subject** from **[school/unit]** fulfils all the conditions for admission to doctoral studies in both institutions.

3. The admission of the candidate to doctoral studies in both institutions is on the basis of the funding of the doctoral candidate by funding scheme:

**[PhD research fellowship/student scholarship].**

## Article 2. Doctoral Programme

### Duration

1. The admission of the candidate is effective from: [date].  
The expected length of the PhD education is set to 3 years.  
The dissertation/thesis defence is hence expected to take place during the academic year: [specify academic year].  
This length can only be extended in exceptional cases on proposition by the supervisors, and after a favourable opinion given by the two institutions and any sponsoring bodies.

### Mobility

2. The doctoral candidate and his/her supervisors will agree on how the doctoral candidate's time is to be divided between the two institutions, taking into account the needs of the research and circumstances of the doctoral candidate. An outline timetable is set out in the appendix 2 of this agreement. Variations to the timetable will be agreed between the doctoral candidate and his /her co-supervisors.

Ms/Mr [doctoral candidate] shall carry out her/his research predominantly at [institution], but shall also be in residence at [institution] for a period of [time].

### Training component

3. The training component will be carried out at [institution] for the courses related to [name of the courses] and at [institution] for courses related to [name of the courses]

### Dissertation/thesis

4. Ms./Mr doctoral candidate's doctoral dissertation/thesis is provisionally titled [title of dissertation/thesis].
5. The dissertation/thesis shall contain a summary of the complete dissertation/thesis work bound up with published papers and manuscripts /or a summary of the complete dissertation/thesis written up as a monography [choose the one which applies].

### Supervision

6. The joint supervision is carried out within the framework of the common research project between the institutions: [name of the project].....
7. The supervisor at the institution 1 is [Academic title] .....

The supervisor at the University of Bergen is [Academic title] .....

The supervisors undertake to carry out to the full extent the role of supervisor of the doctoral candidate, as defined by the regulations in force at their respective institutions, and to support each other in the execution of their duties as supervisors. The supervisors will confer regularly with regard to the progress of the doctoral candidate. See appendix for rights and duties of supervisors and doctoral candidate in the supervision-candidate relationship.

Should one of the supervisors leave their institution, the normal procedures for replacing the supervisor will be followed, with the involvement of the other supervisor.

### Progression

8. The candidate shall report on progression in the following way [please specify]

Submission

9. The submission of the dissertation/thesis is given in agreement between the institutions in conformity with their regulations and preferably after a favourable opinion of the supervisors.

Assessment of dissertation/thesis

10. Before the defence, the assessment committee will give an evaluation of the dissertation. The assessment is to be submitted to [Institution 1] and to the [Faculty of ... UiB]. The University of Bergen will receive [X number copies (hardcopies or electronic copies to be decided)] of the PhD dissertation/thesis for their records.

The PhD dissertation/thesis defence will be performed in a unique session at [institution].

11. The doctoral dissertation/thesis will be written in English or in other language if applicable.

The dissertation/thesis must be accompanied by a substantial summary in English or other language if applicable.

The doctoral dissertation/thesis will be defended in English or other language if applicable, and the discussion that follows will occur in English or other language if applicable.

The doctoral dissertation/thesis will on its front page include the logos of both universities and mention that the dissertation/thesis results from a joint PhD agreement.

Resubmission

12. A thesis which is not approved for public defence may be submitted in a revised form no earlier than [please specify the timeframe xx] months after the institution made this decision. A new assessment can only be made once.

In the event of resubmission, the PhD candidate must clearly state that the work has been assessed previously and not found worthy of a public defence.

Award of degree and diploma

13. Based on the assessment of the dissertation and the defence Ms./ Mr. ....will be awarded the degree of Philosophiae doctor (PhD) from the partner institution(s) and from the University of Bergen.

The doctoral candidate will be awarded the diploma from ...[Institutions]..... in accordance with the institutional agreement.

**Article 3. Funding**

1. The following funds (please specify) are available within this project and will serve to assist research, travel and accommodation expenses necessary for conducting the dissertation/thesis work of Ms/Mr doctoral candidate:

.....  
.....  
.....

2. Expenses related to the dissertation/thesis defence will be paid by:

[.....institution or funder who will cover the defence costs]

Expenses related to presentation of doctoral dissertation/thesis in seminar at the partner institution after the defence will be covered by indicate institution or funder who will cover the seminar costs

#### Article 4. Social security and civil liability

1. The following conditions affect the social security and civil liability cover of the Ms/mr [doctoral candidate]:

.....  
.....  
.....

#### Article 5 Open Access

1. Published research results will be made available through free electronically available databases. At the University of Bergen open access to the dissertation will be made available through Bergen Open Research Archive - BORA).<sup>1</sup>

#### Article 5. Exchange of information

1. Administrative contact persons at each institution must be established and any information concerning the execution of this agreement will be addressed in English or other administrative language agreed upon to:

.....[name of administrative contact unit for UiB]  
.....[name of administrative contact unit for partner institution 1]  
.....[name of administrative contact unit for partner institution 2]

#### Article 6. Termination of agreement

1. In the case the Ms/M [candidate's name] does not meet the terms of the agreement the institutions may consider to bring the present agreement to an end, by a joint decision. If the candidate transfers to one of the institutions to complete the doctoral education, the doctoral degree which then may be awarded, will not be a joint degree. In such a case the PhD degree will only be awarded according to the regulation of the institution's country in which the enrolment has been maintained.

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<sup>1</sup> Recommendations on Open Access adopted by EUA council 26 March 2008.

2.

For the partner institution:

E-mail: Administrative contact person, NOT scientific contact person!

For the University of Bergen:

University of Bergen  
Department  
Address  
Norway  
Tel:  
E-mail: [REDACTED]

Place

For the cooperative institution

Bergen

For the University of Bergen

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Prof.  
President/rector

Prof.  
Rector, UiB

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Prof.  
Responsible of doctoral programme where  
candidate is enrolled

Prof.  
Dean of the Faculty where candidate is  
enrolled

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Prof.  
Supervisor

Prof. ....  
Supervisor

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Ms. /Mr. ....  
The PhD candidate



## Appendix 1

The rights and duties explained in the following sections are from the *PhD handbook* Recommended by The Research Board, UiB 10.03.09 and based on the PhD regulations at UiB, the PhD-contract and the regulations for employees with a university fellowship, and the regulations for conducting research (ethical regulations).

### The PhD candidate's responsibilities

Your responsibilities as a PhD candidate are:

1. To carry out your research effectively, to a high standard and within the prescribed period of study
2. To attend PhD events at the university, faculty and department and to attend the courses agreed with your main supervisor
3. To agree and strictly abide by a timetable for regular contact with the main supervisor, at least once a month, and for the submission of your written work
4. To submit your written work by agreed deadlines to allow sufficient time for comment and discussion. Drafts or parts of the thesis should be submitted at regular intervals, in accordance with the PhD regulations section 4.3, at least three times per semester.
5. To present your work or findings at seminars/conferences from time to time if encouraged by the main supervisor
6. To comply with the ethical standards for research that apply to the academic field in question
7. To submit an annual standard report by 1 November to the department/faculty about the progress of your doctoral training, in consultation with your main supervisor
8. To participate in a midway evaluation of the progress of your doctoral training
9. To responsibly keep track of all documentation of the courses, seminars and activities you complete as part of the training component
10. To inform your main supervisor about all matters that may have a bearing on supervision. You should feel free to bring any problems, including problems of a social or medical nature, to the attention of your main supervisor or head of department/administrative PhD coordinator.
11. To consult in confidence the head of department/administrative PhD coordinator if you feel that a change of supervisor is desirable for any reason
12. To consult the co-supervisor when advised to do so by your main supervisor
13. To inform the external party (for those financed or supported otherwise by an external party) about any matters that could have a significant bearing on the cooperation and the progress of the project
14. To follow the procedures for study leave or interruption of doctoral training. If you have sickness absence or other types of approved study leave, you must inform your assigned PhD administrative coordinator.
15. To discuss all matters regarding expenses relating to the financing of your research project with your supervisor at UiB, or, if relevant, with representatives of the institution that is financially responsible for your position
16. To keep track of all working hours spent as part of your 25% obligatory workload for PhD candidates with university fellowships of four years. Expect your supervisor to help you keep within the workload limits for duty work.

Regular contact can be maintained by e-mail, meetings or phone contact; it is not necessary to present written documentation of all supervision contact.

### Expectations of the supervisory team

#### Main supervisor

You can expect your main supervisor to:

1. Participate actively in discussing and designing your research project and in selecting relevant courses and activities for your training component
2. Be responsible for your budget for project expenses

3. Provide quality advice/supervision of your research work, consider which hypotheses and methods may be suitable, and provide you with feedback on written texts as they develop (outline, contents, writing style, documentation etc.)
4. Ensure that it is possible to complete the thesis work within the normal timeframe of three years for doctoral training
5. Provide you, within a reasonable timeframe, with constructive criticism and reactions to submitted draft work in order to facilitate timely completion of your thesis. Such follow-up should take place at least three times per semester.
6. Introduce you to specialist literature and basic data sources (libraries, archives etc.)
7. Introduce you to the department, its facilities and procedures, and to other PhD candidates and relevant staff, and encourage attendance at events and seminars related to doctoral training in general and to your research field in particular. To allow for the planning of relevant study-abroad periods, the supervisor shall at an early stage of your studies introduce you to other relevant academic environments outside the department, also internationally.
8. Advise you on the name of the person in charge of doctoral training (PhD-coordinator) in the department/faculty and ensure that you can contact him/her to discuss relevant matters, including difficulties that may arise in your relationship with your supervisors and your study progress
9. Decide, in consultation with the Head of Department, at the start of your PhD project, whether assignment of Intellectual Property Rights (IPR) is necessary and, if so, ensure that an agreement on IPR is established at the outset of the project
10. Ensure that a risk assessment of any laboratory and/or field-based activities has been carried out in accordance with departmental procedures and that you receive the necessary safety training.
11. Ensure that ethics approval has been obtained in accordance with the regulations, and provide guidance on questions of research ethics related to the thesis work. Arrange for you to familiarise yourself with your responsibility to avoid any form of misconduct.
12. Ensure that you maintain records of your research data in a systematic manner so that they can be consulted and understood by anyone with a legitimate right to enquire, such as the evaluation committee
13. Discuss incidents with you that may seem to be related to research misconduct or plagiarism and report to the department on any suspected instance of research misconduct, including plagiarism
14. Organise and take part in your midway evaluation
15. Agree with you after your midway evaluation on a realistic timetable for completion of the research and writing up of your thesis
16. Submit annually by 1 November to the department/faculty, as appropriate, a standard report about the progress of your doctoral training
17. In consultation with co-supervisors and the department/faculty, make satisfactory arrangements for supervision if the main supervisor is absent for a period of more than four weeks. Keep you informed about all matters that could have significant bearing on the supervision.
18. Encourage you to present your work in progress from time to time and attend relevant conferences, meetings and workshops, and to consult relevant sources of information and advice inside and outside your department
19. Encourage you to develop and improve your general and transferable skills
20. Help you to ensure that duty work does not exceed 25% of your total workload

### **Co-supervisor**

You can expect your co-supervisor to:

1. Participate in planning your research project and the training component, which is necessary for your admission and enrolment as a PhD candidate
2. Supervise you in connection with your research project

3. Keep updated on the progress of your work and be present at (at least) quarterly supervisory team meetings.
4. Provide quality advice concerning your research work, consider which hypotheses and methods may be suitable, and provide you with feedback on written texts as they develop. This is to ensure that you are able to complete the thesis within the normal timeframe, which is three years for PhD studies.
5. Improve the effective supervision of your work by contributing a second opinion or additional areas of expertise, if the main supervisor considers it desirable
6. Provide for continuity of supervision in the event of the absence or departure of the main supervisor. Arrange (in consultation with the main supervisor and the department) for a replacement in the event of his or her parallel absence with the main supervisor.
7. Take part in your midway evaluation