

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/Mrholder 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).¹

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.

¹ Recommendations on Open Access adopted by EUA council 26 March 2008.

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

Prof.
President/rector

Prof.
Rector, UiB

Prof.
Responsible of doctoral programme where
candidate is enrolled

Prof.
Dean of the Faculty where candidate is
enrolled

Prof.
Supervisor

Prof.
Supervisor

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