

**DOCTORAL EDUCATION (PhD)** at the University of Bergen





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# Welcome to the University of Bergen

Your choice of the University of Bergen for your doctoral education has brought you to an international research university. Research is the foundation on which the University builds all other activities in which it engages. Research contributes to knowledge growth and development and this, in turn, serves as the basis for facing challenges, solving problems, and making the changes needed in our local and global communities. Education must build on the best possible research.

The University of Bergen offers high quality doctoral education in a range of disciplines. As a PhD candidate, you will meet good research environments where you will take your position as a member of a research group with one or more academic advisors. The University hosts excellent research environments in a broad variety of subject areas and there is ample opportunity for inter- and multidisciplinary.

In addition to your primary research group, you will also be encouraged to be a member of a national and/or local research school within your subject area. These research schools are intended as meeting places for PhD candidates and as arenas for the development of professional networks including both faculty staff and PhD candidates. At present, the University of Bergen, through its various faculties, departments, research centres and research schools, is the home institution of approximately 1200 doctoral candidates from many different countries.

As part of your stay here, you will also be expected to be active in international fora, which will provide you with the opportunity for academic discussion and network building. The University of Bergen has a number of collaborative partners and a well-developed support system to facilitate international research and education.

The University of Bergen emphasizes academic quality in all fields within doctoral education. Our objective is to ensure that

our PhD candidates are at the forefront of their fields and that they contribute both to the development of new knowledge and to the challenging of old. We expect our PhD candidates to think critically and to be part of the overall effort to ensure a functioning democracy and constructive public debate. The prerequisite for such efforts is research that is firmly grounded in the highest standards of academic integrity.

We expect our PhD candidates to be engaged with not only local and national, but also international and global challenges. This requires willingness to adopt interdisciplinary and intercultural perspectives.

A doctoral degree awarded by the University of Bergen will be a testimony to your success in winning new knowledge, developing new skills, and gaining broad expertise, all of which qualify you for a multifaceted professional career outside the university or for further academic pursuits.

We wish you the best of luck in your endeavor.

**Berit Rokne**  
*Deputy Rector*





# PhD at UiB

The doctoral training is a structured and organised programme of training, by research and for research, of early stage researchers. The duration of the doctoral training is three years, and it consists of original research work and a training component of at least 30 ECTS.

## Research environment and supervision

The doctoral training takes place in an active research environment at UiB departments or at UiB's partners, such as research institutes. This active research environment is a research group and/or a research school, or a combination of the two. All faculties offer PhD candidates an opportunity to belong to a research group and/or a research school. The PhD candidate is assigned a main supervisor and normally one or more co-supervisors. In collaboration with the PhD candidate, the supervisors shall draw up the project description and support the PhD candidate throughout the doctoral training period.

## Admission and funding

In order to become eligible for admission and enrol as a PhD candidate, you must first have secured funding that covers both living costs and the costs relating to the research project for the entire doctoral training period. This could be realized through a university fellowship of three or four years, a three-year scholarship from the Research Council of Norway or another external funding source such as a doctoral fellowship at a research institute or a university college. After receiving a fellowship as funding for doctoral education you may apply



### Elwalid Nasir

PhD candidate,  
Department of Oral Science,  
University of Bergen

"During my pursuit of a PhD degree at UiB, I have come to break out my intellectual isolation and seclusion. I have been involved in conversations and correspondence with multinational intelligent people in courses, seminars and petit dialogues rather than plain library rattling! At UiB I have encountered affable, insightful mentors and instructors. The asset I have cultivated at UiB is a life refinement potential. Bergen has a unique experience and is a touching place where you will end up having an affair de Coeur, where I am standing now!"

to enrol as a PhD candidate. In order to apply you must create a research plan with a feasible project, normally developed in cooperation with the potential supervisor(s). Applications for doctoral education should be sent to the faculty where you would like to enrol as a PhD candidate.



## Courses

PhD candidates can take advanced courses (PhD level) at the University of Bergen or at other institutions in Norway or abroad. The training component consists of minimum 30 credits (ECTS). All activities included in the training component must be of a high scientific standard and provide a sufficient amount of breadth and depth in the scientific field. Through the training component, the PhD candidate is expected to improve his or



### Ann Nilsen

**Professor,  
Department of Sociology,  
University of Bergen**

“The PhD education is what sets research universities apart from other

institutions of higher learning and secures the transmission of knowledge from one generation of researchers to the next. Supervising PhD candidates’ research is for me a rewarding teaching experience as well as an opportunity to learn from a younger generation whose fresh ideas and perspectives provide new approaches to research questions in the social sciences.”

her skills in scientific theory and research methodology. The development of skills in the dissemination of research results is also a required part of the training component.

## Thesis

The research work constitutes the largest part of the doctoral training and is stipulated to take two and a half years of the PhD study period. The research work is written up as a thesis, either as a monograph or a collection of articles with a synopsis. Through the thesis the PhD candidate should contribute to original research and the thesis should hold an academic standard appropriate for publication as part of the scientific literature in the field of question.

## Progress report

Every year, the PhD candidate and the supervisor(s) must submit separate written reports on the progress of the doctoral studies. In order to ensure that the training is completed as far as possible within the prescribed timeframe, both the supervisor(s) and the PhD candidate are obliged to actively follow up issues that can potentially lead to a delay or non-completion of the PhD studies. Midway in your PhD study period you will also be subject to an evaluation of your progress in the research project and the training component.



All activities included in the training component must be of a high scientific standard and provide a sufficient amount of breadth and depth in the scientific field.



## Kenneth Hugdahl

**Professor,  
Department of Biological and  
Medical Psychology, University of  
Bergen and Division of Psychiatry,  
Haukeland University Hospital**

“The new PhD program at UiB has an emphasis on team work and on being part of a research group, while at the same time putting the PhD candidate in focus. As a supervisor I always try to let each PhD candidate have their own project within the overall research agenda of our group. The new PhD program at UiB is anchored in the internationally high quality research being conducted at the University. It is my ambition as a supervisor to have each PhD project part of the international research collaboration we have as a group. The PhD candidate is the most important intellectual resource for research at UiB and the quality of the new PhD program is a guarantee for the quality of the research. In our research group, the PhD candidate is the cornerstone when it comes to collecting and analysis of data.”

## Duty work

PhD candidates who have a fellowship for four years from the university, the RCN or an external institution should have an annual workload of 25% duty work. This workload should be planned annually in cooperation with your supervisor(s) and your employer. It is your duty as a PhD candidate to keep track of working hours spent on duty work and to present an annual overview to your employer. Duty work should be merit-oriented, such as teaching assistance, research assistance, administrative work related to projects or research schools, or participation on various committees within the department and/or faculty.

## Study abroad

PhD candidates are encouraged to take a period of their study at a foreign research institution as a part of their PhD studies. The period of study abroad must be academically relevant, and the PhD candidate must remain within the project networks with which the research group has established collaboration. Fieldwork should not exceed one quarter of the time spent on the PhD study programme. PhD candidates in the field are obliged to remain in continual contact with their supervisors. All PhD candidates who travel abroad during their doctoral training period must submit their contact information abroad to the administrative PhD coordinator.

## Plagiarism and academic misconduct

The University of Bergen emphasises the prevention of academic misconduct, and, in order to improve PhD candidates' knowledge of academic standards and encourage reflection on these standards, the mandatory part of the training component of the PhD study programme includes philosophy of science and ethics. PhD candidates should be aware that plagiarism and other forms of academic misconduct are a violation of university guidelines, national and international research ethics guidelines and the Norwegian Act on Ethics and Integrity in Research. The supervisors have a particular responsibility for ensuring that the PhD candidate is trained to develop as a researcher with high ethical standards, and to avoid research misconduct.

## Evaluation and graduation

The thesis is evaluated by an expert evaluation committee consisting of two opponents and one UiB coordinator. If approved, the thesis will be defended by discussing the research findings with the opponents at a public defence. A successful defence results in the conferring of a PhD degree, and the diploma is presented at a formal doctoral promotion ceremony.



## Lars Anders Heimdal

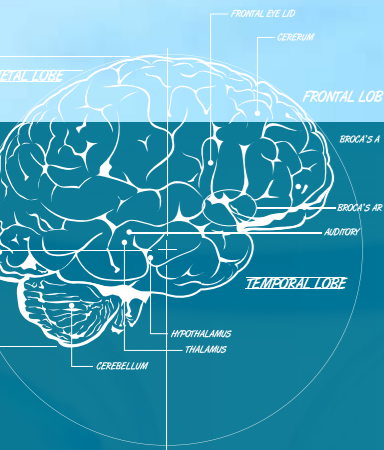
**PhD candidate,  
Faculty of Law,  
University of Bergen**

“A PhD degree is a challenging and rewarding journey which gives you an opportunity to advance knowledge. As a leading Nordic university in my field of research, private international law, the University of Bergen offers a good support network and an inspiring work environment.”

The doctoral degree (PhD) is awarded on the basis of:

- an approved doctoral thesis and satisfactory public defence thereof,
- approved completion of the training component, or any other approved academic training or qualification, and
- an approved trial lecture on a topic set by an evaluation committee





# Responsibilities

The rights and duties explained in the following sections are based on the PhD regulations, the PhD contract, the regulations for employees with a university fellowship, and the ethical regulations for conducting research.

## The PhD candidate's responsibilities

- 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<sup>1</sup> 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.

<sup>1</sup> Regular contact can be maintained by e-mail, meetings or phone contact; it is not necessary to present written documentation of all supervision contact





# Department and faculty responsibilities

## Expectations of the research environment and supervisory team

The departments (or for Law, the faculty) shall guarantee each doctoral candidate regular membership of an active research environment. Upon appointment to a PhD position, the faculty will indicate who your supervisor will be and provide you with all the information you need about your rights and duties as a PhD candidate. The supervisory team normally consists of one principal supervisor and one or more co-supervisors. The main supervisor is the contact person between the PhD candidate and the administrative support staff for issues relating to study progress, and he or she has the main responsibility for supervision of the PhD candidate. The composition of the supervisory team may be changed during the doctoral training if this is necessary in order to include specific support and competence in the research project. This is an assessment the supervisor(s) and the PhD candidate can make jointly or individually.

## Research environment

You can expect the research environment (research group) to:

- 1 Participate actively in discussions when you outline your research project
- 2 Grant you an opportunity to present and receive feedback on seminars at which you present your research work

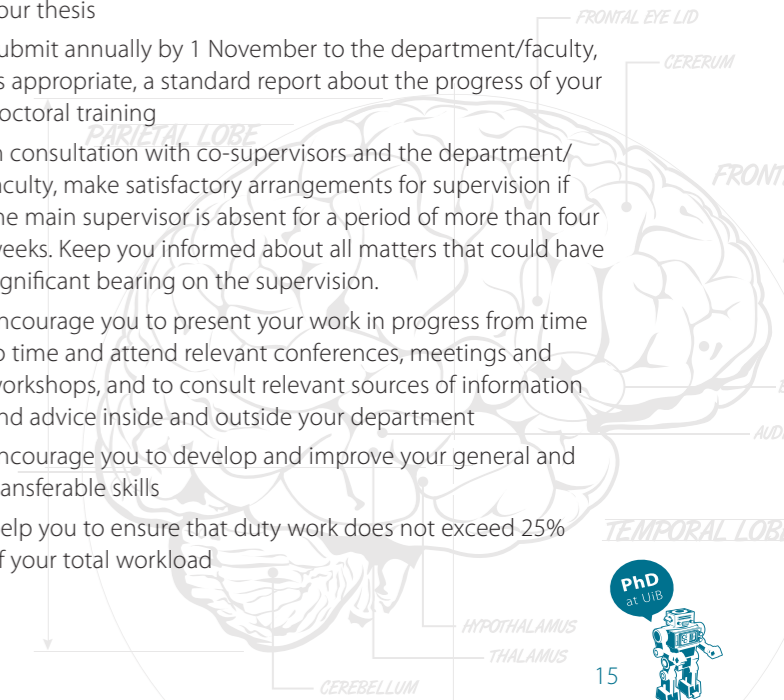
## Main supervisor

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







## Dorothy Dankel

PhD candidate,  
Institute of Marine Research  
and Department of biology,  
University of Bergen

"I have greatly benefitted from the intellectual collaboration the University of Bergen has with Norway's best funded institute, the Inst. of Marine Research in Bergen. When it comes to fisheries and marine biology, there are so many resources in Bergen at your finger tips; the scientific community extends from the University to IMR to The Norwegian School of Economics to the number of industries in the Bergen area focusing on natural resource use and exploitation. Norway's continued long-term investment in fisheries and marine research strengthens the long tradition of marine research in Bergen and opens up a lot of doors for international collaboration who look up to the marine competency found in Bergen."

## 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



You can expect your co-supervisor to participate in planning your research project and the training component, which is necessary for your admission and enrolment as a PhD candidate.



## Ann-Kristin Molde

PhD-candidate,  
Department of Linguistic,  
Literary and Aesthetic Studies,  
University of Bergen

“While the quality of student education has long been in focus, the training of researchers has until now not been given the attention it deserves. It is therefore a good thing that an action plan and handbook for the research training at UiB are finally here. All PhD candidates have some common challenges, but there are also significant differences in the needs of PhD candidates of different disciplines. One important task for the faculties will therefore be to adjust the action plan so that all PhD candidates receive the best possible training.”

## Person in the department/faculty in charge of doctoral training and administrative PhD coordinator

In all faculties and departments, there is an academic chair of doctoral training and an administrative contact person for PhD candidates. In addition, all faculties have administrative PhD coordinators at faculty level and some even at department level. Check with your faculty who your contact persons will be in your department/faculty. Your main supervisor will introduce you to your administrative contact person.

You can expect the academic chair and administrative PhD-coordinator to:

- 1 Upon your appointment to a PhD-position, confirm who your supervisor will be and provide you with all the information you need about your rights and duties as a PhD candidate
- 2 Oversee admission to doctoral training, supervision, courses, progress and examination of PhD candidates in the department and generally ensure that the PhD regulations are followed
- 3 Set up, in cooperation with the Head of Department, an annual plan for tutorial and other duties required of PhD candidates employed by UiB (only applies to those with four-year contracts)
- 4 Ensure that the following issues are attended to:

a) That a main supervisor and a co-supervisor have been appointed for you in due time, and that all supervisors have the qualifications required by national regulations

b) You use the student web to register and are familiar with the university web pages to keep oriented about all information relating to doctoral training

c) If relations between you as a PhD candidate and your supervisor become difficult, but also in other circumstances where a change of supervisor could be beneficial, the academic chair and administrative PhD coordinator will assist in resolving any problems, and, if necessary, arrange for the appointment of a replacement supervisor

d) That all PhD candidates registered in more than one department and PhD candidates with an employer other than UiB are assisted by the faculty's/department's academic chair and administrative PhD coordinator. This will ensure that all PhD candidates have the same rights as PhD candidates and that they know their duties as PhD candidates irrespective of where they are employed. PhD candidates not employed by UiB must be assured sufficient contact with a research environment.

e) That annual assessment meetings are held between PhD candidates and supervisors in relation to progress reports

- 5 Serve as a source of information about all regulations and resources relating to doctoral training for both PhD candidates and supervisors, also including supervisors from collaborating institutions



## Ole Arve Misund

Research Director,  
Institute of Marine Research

“At the Institute of Marine Research, Norway's largest marine research and advisory institution, we have a long tradition in cooperating with UiB on education of PhD candidates. We employ PhD scholars in many of our projects who enrol in doctoral education. Having their PhD dissertation acknowledged, there can be possibilities for fixed employment. And over the years, our staff have become truly international, representing more than 25 nations.”

- 6 Promote general PhD candidate welfare by informing supervisors and PhD candidates about:
  - a) Special needs of international PhD candidates
  - b) Special needs of externally employed/off-campus PhD candidates
  - c) Rights and duties in relation to study leave, and possibilities for prolongations etc.



## Stener Kvinnsland

**PhD MD. CEO,  
Haukeland University Hospital**

“We, Haukeland University Hospital (HUH), are very satisfied with the existing collaboration with UiB regarding the PhD programs. Some of the candidates remain with HUH during their PhD period still getting their formal programs from UiB, which is of great importance for HUH. Due to these favourable arrangements, clinical and translational projects can expand, supporting the clinical activity at the Hospital.”

## PhD committees

Most faculties have a PhD committee; some PhD committees are part of the Research Board at faculty level, and other faculties have PhD committees at department level. It is common to all these bodies and PhD committees that they chair and organise doctoral training in the faculties. This body supplements and assists the role of the person in charge in the department/faculty, oversees admission and is responsible for quality assurance of doctoral training.

## Heads of Department

The Head of Department has overall responsibility for the welfare and the academic progress of all PhD candidates employed at and/or affiliated to the department, including supervision, the provision of necessary equipment and facilities and for ensuring that safety regulations are complied with. The Head of Department is also responsible for annual follow-up mentoring of the PhD candidates employed in the department. For faculties without departments, this is the responsibility of the faculty's academic chair of doctoral training. For PhD candidates who are employed by a partner institution, the Head of Department should ensure that adequate provision is made for supervision, that access to departmental resources is facilitated and progress monitored, and that PhD candidates are involved in an active and viable research group, preferably at UiB.

You can expect the academic chair and administrative PhD coordinator to serve as a source of information about all regulations and resources relating to doctoral training, for both PhD candidates and supervisors.



# Faculties

The Faculty of Law

[www.uib.no/jur/en/research/phd-admission-to-the-faculty-of-law](http://www.uib.no/jur/en/research/phd-admission-to-the-faculty-of-law)

The Faculty of Social Science

[www.uib.no/svf/en/research/doctoral-education-at-the-faculty-of-social-sciences](http://www.uib.no/svf/en/research/doctoral-education-at-the-faculty-of-social-sciences)

The Faculty of Humanities

[www.uib.no/hf/en/research/doctoral-education-at-the-faculty-of-humanities](http://www.uib.no/hf/en/research/doctoral-education-at-the-faculty-of-humanities)

The Faculty of Psychology

[www.uib.no/psyfa/en/research/doctoral-education-at-the-faculty-of-psychology](http://www.uib.no/psyfa/en/research/doctoral-education-at-the-faculty-of-psychology)

The Faculty of Medicine and Dentistry

[www.uib.no/mofa/en/research/doctoral-education-at-the-faculty-of-medicine-and-dentistry](http://www.uib.no/mofa/en/research/doctoral-education-at-the-faculty-of-medicine-and-dentistry)

The Faculty of Mathematics and Natural Sciences

[www.uib.no/matnat/en/research/doctoral-education-at-the-faculty-of-mathematics-and-natural-sciences](http://www.uib.no/matnat/en/research/doctoral-education-at-the-faculty-of-mathematics-and-natural-sciences)

# Partner institutions

UiB runs the doctoral education in collaboration with several national partner institutions, thus it is possible to work at one of these institutions and be supervised by research staff both from UiB and the partner institution. For PhD and future career possibilities in a partner institution visit these webpages:



## Eli Bergsvik

**Rector,  
Bergen University College**

“Bergen University College has cooperated with UiB for a long time on PhD training and education. Developing the research competence of our faculty is of highest priority, and the cooperation with UiB has contributed to awarding many new PhDs as well as strengthening our own research. The structures and guidelines set out in the new handbook will contribute to closer research collaboration and co-supervision of PhD candidates in the years to come.”

Bergen University College  
[www.hib.no/english](http://www.hib.no/english)

Volda University College  
[www.hivolda.no/english](http://www.hivolda.no/english)

Stord/Haugesund University College  
[www.hsh.no/english](http://www.hsh.no/english)

Sogn og Fjordane University College  
[www.hisf.no/en/internasjonisering](http://www.hisf.no/en/internasjonisering)

Institute of Marine Research  
[www.imr.no/en](http://www.imr.no/en)

Nansen Environmental and Remote Sensing Center  
[www.nersc.no](http://www.nersc.no)

Western Norway Regional Health Authority  
[www.helse-bergen.no/english](http://www.helse-bergen.no/english)

National Institute of Nutrition and Seafood Research  
[www.nifes.no](http://www.nifes.no)

Christian Michelsen research  
[www.cmr.no](http://www.cmr.no)

Christian Michelsen Institute- research for development and justice  
[www.cmi.no](http://www.cmi.no)







PhD  
at UiB

## PhD coordinators

The University of Bergen: [phd@uib.no](mailto:phd@uib.no)

The Faculty of Social Sciences: [phd@sv.uib.no](mailto:phd@sv.uib.no)

The Faculty of Humanities: [phd@hf.uib.no](mailto:phd@hf.uib.no)

The Faculty of Psychology: [phd@psych.uib.no](mailto:phd@psych.uib.no)

The Faculty of Medicine and Dentistry: [phd@mofa.uib.no](mailto:phd@mofa.uib.no)

The Faculty of Mathematics and Natural Sciences: [phd@mnfa.uib.no](mailto:phd@mnfa.uib.no)

The Faculty of Law: [phd@jur.uib.no](mailto:phd@jur.uib.no)

[www.uib.no/phd/en](http://www.uib.no/phd/en)

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