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1) Introduction
This guide summarizes the different aspects of being a PhD student at the Faculty of Humanities, Social Sciences and Education (HSL Faculty). It is specifically aimed at recently admitted students but is also suitable as a reference book for all PhD students and academic supervisors. You will find here information about many aspects of being a PhD student. We also emphasise the importance of familiarising yourself with the relevant regulations: “Regulations for the degree of Philosophiae Doctor (PhD) at the University of Tromsø” and the “Supplementary regulations for the degree of Philosophiae Doctor (PhD) – PhD programme in Humanities and Social Sciences”. These two regulate most of the doctoral course. All information about the PhD programme as referred to in this guide can be found on www.uit.no/hsl/phd.

2) Being a PhD student
Upon admission as a PhD student, you will become part of a research community with the responsibilities and expectations that apply in such communities. The aim of all research, including your doctoral thesis, is to provide an independent contribution to the research front in your particular field. This is achieved through an instruction component and by communicating and discussing your findings and challenges to the academic group, first and foremost to your appointed supervisors. You will also have more formal reporting obligations in the form of annual progress reports to the department and faculty.

The department and the faculty are obliged to create favourable conditions for the progress of the PhD work and for the completion of the required training. However, you are also responsible to keep up to date with the latest development in your field and to take active part in relevant activities. It is especially important that you try to create a network in the student community and be well-oriented regarding relevant people and groups within and across disciplines and departments. This type of network is often a crucial resource both for the completion of your PhD project and for a potential further research career.

As a PhD student you are, on the one hand, a student, and as such you must follow a degree programme and the applicable regulations. You have, in other words, an educational or training role and will not immediately attain the status of equal researcher in an established research community. This status must be obtained over time, through your efforts in research work and your participation in the training.

On the other hand, your role is also that of a colleague in a research community. By being admitted to a PhD programme you receive academic recognition. Even though you have not “proven” yet that you can complete a PhD project, you are perceived to a certain extent as someone who possesses expert knowledge in a given field. You are therefore expected to participate and contribute actively in academic activities and discussions.

You will have to live with this ambiguous status, and it is important that you are aware of it. In some cases, your student status will come into focus, for instance when dealing with the progress of the PhD work and how to complete the courses/subjects required in the instruction component. In other cases, your status as a colleague will take precedence; for example, when you present your
research for the academic community and when you participate in conferences and seminars.

From an organizational point of view, all PhD students are associated to a department on the basis of their admission to a given field of study. This happens regardless of where you are employed (centre, other units at UiT, or outside the University) or which graduate school (local, national or Nordic) you may belong to. PhD students have also very different relations to the department and faculty. While some are employed in university positions with 25% required duties (with 4 years of employment), others are employees without teaching duties (with 3 years of employment). In any case, the University is your employer and you are employed by the department/centre. However, there are also PhD students who are not employed by the University, with or without teaching duties. Such PhD students may find it difficult to integrate into the academic environment of the department.

This entails that different PhD students may face rather different challenges during the PhD program. The departments’ responsibility is to integrate all their PhD students in academic/professional activities, even though not all PhD student may be continuously present. Several departments at the HSL Faculty have PhD coordinators whose special responsibility is to monitor PhD students. Please check whether there is such a coordinator at the department you study at.

HSL Faculty is organized into seven academic departments and four centres:

- Department of Archaeology and Social Anthropology (IAS)
- Department of Philosophy (IFF)
- Department of History and Religious Studies (IHR)
- Department of Culture and Literature (IKL)
- Department of Education (ILP)
- Department of Sociology, Political Science and Community Planning (ISS)
- Department of Language and Linguistics (IS)
- Centre for Peace Studies (CPS)
- Centre for Sami Studies (SESAM)
- Centre for Women’s and Gender Research (Kvinnforsk)
- The Barents Institute (Bai)

In addition, various research groups at the faculty participate in national and Nordic graduate schools. You can find more information about graduate schools on the faculty website.

The Unit of Research Services and the PhD committee are the most important bodies when it comes to questions about your rights and responsibilities as a PhD student. The Unit of Research Services and the PhD committee have their own websites which can be found on the faculty website.

3) Start-up
Admission to the PhD programme is carried out by the Appointments Committee or the PhD committee. The decision is based on the respective departments’ academic assessment of the submitted project proposal.
Project proposal, education plan and obligatory instruction component

Revised project proposal: PhD students may be asked to revise the project proposal before final admission to the PhD program. In such cases, the revised proposal is submitted to the Section for Research Services, which processes the case and forwards the proposal to the relevant department for academic assessment. The department submits a recommendation for admission/rejection, and recommends potential academic supervisors.

Education plan: All PhD students must draft an education plan and submit it to the Section for Research Services. The plan must provide an overview of the planned content of the instruction component and the work on the thesis. The scope of the instruction component is 30 credits. This corresponds to a six-month study (1 credit is approximately 30 work hours). Note that the elements of the instruction component should not be older than two years at the time of the PhD study start. At least 20 credits should be taken after admission to the PhD study.

The required instructions component includes:

- Philosophy of science and research ethics – a total of 10 credits.
- Dissemination – a total of 5 credits.
- Subject-specific theory and methods/Academic approaches and perspectives – a total of 15 credits.

It is highly valued if you are able to accomplish the instruction component during the first one-and-a-half years of the study course. It is therefore wise to investigate already during the application process whether there are relevant courses/conferences at UiT and other educational institutions in Norway and abroad. On the website of the Section for Research Services you can find more information about the courses held at the faculty, as well as national courses arranged through the National Research Course Portal.

PhD contract
When the education plan is ready and the project proposal approved, the Section for Research Services prepares a case for the PhD Committee, which completes the admission. When the admission is granted, you will receive a PhD contract. The contract consists of two parts (Part A and B). PhD students who are not employed by UiT receive, however, a contract consisting of 3 parts (Parts A, B and C).

- **Part A** is to be completed by anyone who is admitted to a doctoral programme. The contracting parties are the PhD student and the Faculty (the Dean).
- **Part B** is an agreement regarding the supervision during the PhD programme, which must be filled in by all students admitted to a doctoral programme. The contracting parties are the PhD student and the supervisors. All appointed supervisors must be included in the contract. Any changes in the supervision contract must be listed in part B, section 3.
- **Part C** is an agreement between an external institution and the university about the completion of doctoral education. The contracting parties are the PhD student with an external employer, the external institution, and the
Faculty. When the contract concerns industrial doctoral students or PhD students in the public sector, it must be supplemented with the information required by the Research Council of Norway for such kind of contracts.

Admission period and the right to study
You are admitted to the PhD programme for a given period, normally three or four years with a defined end date. The admission period may be extended in case of a valid leave (maternity leave, sick leave, etc.). If you are sick, the medical certificate must be delivered to your immediate manager (Head of Department/Head of Office), who has the responsibility to follow up PhD students which are absent due to sickness. If you are employed at an external institution, you must arrange this with your employer.

If you are on sick leave for more than 14 days in succession, you have the right to extend your contract period. You have to apply for this extension yourself on the basis of the medical certificate from the physician. The application must be send to your department. A new end date will be then calculated. Some PhD students may experience several periods of sick leave during their contract period. If you know that this may be the case, it is sensible to wait before you submit your application to extend your contract period (but you must nevertheless continuously submit your medical certificates to your immediate manager).

If you have a chronic condition, are pregnant, or have a disease that causes frequent sick leaves, the faculty may apply to the Norwegian Labour and Welfare Service (NAV) for exemption from the employment period (the employer covers the initial 16 days of a sick leave period). This has a practical/economic value for the faculty and the department, as it is difficult to catch up with such cases. The department suffers financial loss if UiT does not apply to NAV for reimbursement.

All sick leaves (own or related to child/child-minder) must be registered in Paga Web (UiT’s payroll and personnel system).

If you do not complete your doctoral thesis within the admission period, you retain the right to study for further two years (cf. Section 12 of the PhD regulations). If you have not completed your thesis when your right to study elapses (3 or 4 years + 2 years), you may apply for an extension of your right to study (cf. clause 12 in the Supplementary regulations for the degree of Philosophiae Doctor). Such applications must be sent to the Section for Research Services. The application must outline the reason for the delay and a plan for completion of the study. The application must be prepared in cooperation with the academic supervisor.

The right to study provides access to the University Library facilities. It may have a bearing on the recognition of instruction component, supervision and submission of thesis. When the regular admission period approaches its end, you may want to raise these issues before the department management in conjunction with the annual progress report. Each PhD student will receive a letter from the Section for Research Services when the regular admission recording period is near its end with further information about this.
4) Instruction component and courses

The instruction component must be approved before you can submit your doctoral thesis for assessment. You then send an application for approval of the instruction component to the Section for Research Services. By this application you ask for approval of the entire instruction component. The PhD committee approves the instruction component.

In your application, you must outline which courses/conferences you want to have included in the various elements of the instruction component. If you have earned more credits than the required 30 credits, you must state which courses/conferences you want to count towards your degree. These will appear on your diploma. If you do not provide such information, the faculty will choose randomly which subjects/courses/conferences appear on your diploma.

Instruction component

The instruction component aims to develop the scientific schooling that you have gained through your previous studies. It must support the work on the doctoral thesis, but also provide you with skills beyond thesis work itself. It is recommended that you discuss the requirements and choice of courses/conferences with your supervisors and/or academic group. Information about the requirements of the instruction component can be found in the Supplementary regulations for the degree of Philosophiae Doctor, point 15.

The following documentation is required for approval of (credit-giving) PhD courses as part of the instruction component:

- Local, national and international PhD courses that are arranged with credits are normally approved with the stated credit score.
- An approved participation/paper/examination must be documented by a transcript of records, a course certificate, or similar.

The following conditions must be met in order to have the conference participation approved for credits:

- It must be a scientific or an academic conference, that is, the topic of the conference must be scientific and the speakers must be scientists. The content of the conference must be relevant for the instruction component for which the credits are to be given: subject-specific theory and methods/academic approaches and perspectives.
- In order to acquire 5 credits, the conference must extend over at least two days, and the PhD student must have held a presentation of at least 20 minutes.
- The documentation of conference participation and presentation must be supplemented, for example, by the list of participants and the conference programme, respectively. The presentation of the PhD student must be attached in the form of a manuscript, or similar.
- The workload must be 150 hours, cf. that one credit is equivalent to 30 work hours.
- Participation in conferences of a shorter duration or participation without holding a presentation will not be approved.
- Only one conference participation can be approved as part of the instruction component.
How the approval proceeds in practice:

- The Section for Research Services manages the applications.
- The Head of the PhD Committee (Vice Dean for Research) approves the entire instruction component. The committee members are informed by receiving copies of the approval.
- When awarding credits, the academic supervisors are disqualified as having a vested interest, but they are expected to contribute necessary information.
- When necessary, applications may be presented to the PhD Committee for consideration.
- The Section for Research Services prepares a reply letter for you.
- Appeals are handled by the PhD committee.

Courses

The Faculty of Humanities, Social Sciences and Education offers a number of PhD courses every semester. Some subjects are organized on a regular basis, and some subjects are offered only once.

The permanent courses organized by the HSL Faculty are:

- Research Ethics SVF-8038, usually organized in the spring (3 credit points)
- Communicating Scientific Research SVF-8049, usually organized in the spring, (2 credit points)
- Qualitative Research SVF-8040, organized every second year, usually in the spring (5 credit points)
- Popularizing Science, SVF-8048, usually organized in the autumns (3 credit points)
- Philosophy of Science, usually organized in the autumn (7 credit points)

There is a portal for national research courses in social sciences. You can find the link to the portal on the website http://uit.no/hsl/phd.

5) Supervision and participation in research groups

Academic supervision and supervision relationships

The supervisors are formally appointed by the Appointments Committee or PhD committee. The department is responsible for ensuring that the appointed supervisors have the necessary expertise and availability. In accordance with the Supplementary regulations for the degree of Philosophiae Doctor (PhD) in Humanities and Social Sciences, each student must have at least two supervisors. At least one of these must be employed by the department where the PhD student is admitted.

At the time of admission, you enter into a formal agreement (Part B of the PhD contract) between you and the supervisors, which is mutually binding. In addition, UiT has established ethical guidelines for academic supervision. You can find them on http://uit.no/hsl/phd.

You are entitled to a total of 240 hours of supervision. This corresponds to 40 hours per semester over the course of three years, or 30 hours per semester
over the course of four years. These hours include the time supervisors need for preparation (for example, to read chapter drafts).

If you and/or your supervisor(s) feel that the relationship is not as desired, that there is need for different expertise in the supervision, or that other reasons suggest the need to change supervisors, this should be easy to achieve. You can seek advice from the Head of Department/Deputy/PhD coordinator, or at the Section for Research Services. The PhD Committee may in such case appoint a new supervisor.

The academic dialogue with the supervisors is a central element in the work on the doctoral thesis. This collaboration should begin as soon as the formal admission is in place. The supervisors’ main task is to assist you in the work with your doctoral thesis. This may cover far more than reading and commenting on chapters and article drafts. The student’s needs will often be individual and diverse. The supervisors can be regarded academic mentors who help the student to establish an academic network, become acquainted with the international research community, discuss workflows, etc.

In the initial stages, the supervision often involves adapting the work plan for the project and discussing the framework for supervision. During this phase it is important that you and your supervisors become well acquainted with each other, so that you establish a positive foundation for the future collaboration. As the programme proceeds, the discussions about the actual thesis become more central. Many students experience problems to some extent during this process, both of academic or personal nature. If you have established a good relationship to your supervisors early in the process, it will be easier to contact them also when problems arise. The supervisors are there not least to help you during the periods you feel that you have got “stuck” in your research. If the problems are of a more personal nature, it can still be useful to contact your supervisor to discuss possible revisions in the work plan, see also the Section “Notice of concern”.

Towards the end of the PhD study, many students experience the dilemma between, on the one hand, the desire to submit an outstanding work and, on the other hand, the realization that the funding is about to end. The supervisors can of course help with the decision when the thesis is of a sufficiently high quality that it can be submitted. Still, even though they are academic experts, they cannot guarantee the outcome. Both the student and supervisors are to some extent "blinded" by having been involved in such a long-time project as a PhD study.

The faculty has department-based schemes, where PhD students are offered a midway evaluation and/or a final reading of the thesis (by other than your supervisors). You and your supervisor will then agree on who you would like to have as a midway evaluator/final reader, depending on who is appropriate for the case. In this connection, it is wise to keep in mind people with a particular competence and ability to provide constructive feedback. The evaluation can be arranged in various ways – as open sessions attended by other fellows and colleagues, as more closed sessions, or as one-to-one supervision. Ultimately, however, it is you who has to make the final decision to put a stop to the work and submit the thesis for assessment.
Notice of concern
Occasionally, you might encounter challenges of such a nature that the ability to carry out a PhD study is weakened, or there is danger of significant delays. In such situations, you can seek advice from the Section for Research Services, the Head of Department/Chairman/Head of Office/PhD coordinator. It is important to seek assistance before the challenge is too great.

Doctoral thesis
A PhD programme comprises many important processes attached to courses, other training, teaching and the requirement to work your way into a research community and build up your own network. Nevertheless, the work on the doctoral thesis remains the core of the PhD project and must be in focus right from the very start. The other elements of the programme, such as the instruction component, are intended to help you with the work on the thesis. The focus on the doctoral thesis is important with respect to both formal and practical considerations. It is through the submission, assessment and defence of your doctoral thesis that your doctorate is awarded. In addition, the knowledge and skills you acquire during your work on the thesis set the conditions for how you will later work and think as a researcher. The doctoral thesis is therefore of major significance for your further career, in particular if you are planning career within research.

Academic requirements for the doctoral thesis
The PhD degree is the highest degree that can be attained at a Norwegian university. Therefore there are also strict requirements for approval of a doctoral thesis. In § 19, 1 in “Regulations for the degree of Philosophiae Doctor (PhD) at the University of Tromsø” it is stated:

*A thesis must be an independent piece of academic research that meets international standards of ethics, scholarship and method in its field. The thesis is to contribute to the development of new knowledge and achieve a level meriting publication in the scientific literature in the field.*

The requirement to contribute to the development of new knowledge is ambitious because it implies that a doctoral thesis must be in the forefront of research in a particular discipline. You must therefore actively follow the latest research in the field and place your own project in relation to a specific research agenda. You should do this already in the project proposal, but in the doctoral thesis it is imperative that you clearly demonstrate how your project contributes new knowledge to a particular field.

The requirement to be in the forefront of research applies not only to theoretical approaches and research questions, but also to the methods used. Regarding the methods, you must show that you are familiar with the existing approaches or techniques, and justify the design and choice of techniques according to the research front in the field.

At other academic levels, a student can rely on secondary literature when presenting relevant theories and research literature. In a doctoral thesis, however, the doctoral candidate must demonstrate familiarity with the scientific
literature using primary sources, accounting for the ongoing scientific debate, and undertaking independent interpretations thereof.

Whether a thesis will be placed in the forefront of research or not is determined through the assessment of its academic quality by the evaluation committee. Such an evaluation may also be expressed by publication. For instance, empirical results or theoretical argumentations from the doctoral thesis may be published in the form of articles or shorter contributions in journals/anthologies.

You can gain more insight into the requirements for a thesis by reading other people's theses in your own or closely related research fields.

Monograph or article-based thesis?
The doctoral thesis can either be a monograph (a work that treats a particular topic) or a collection of articles (a compilation of several shorter works). It is important that you consider these options early in the project period. You can also consider and discuss with supervisors whether it is appropriate to have them as co-authors on any articles. In the following list you will find more detailed requirements for the respective thesis option:

- A monograph is normally 200 to 300 pages.
- An article-based thesis normally consists of three articles of usual length. In addition, there must be an introductory and a summary chapter of about 40–80 pages in total.
- The introductory and summary chapters must be written independently and individually by the candidate. They should summarize and consolidate the research questions and conclusions presented in each of the articles and thus make the thesis appear as a unified work. These chapters also state the contribution of the thesis to the relevant field. In this connection, it is important to include any necessary academic updates based on the articles’ date of publication/date of completion. Tentative key words are: topic, theoretical approach, the main problem/research question, previous research, methodological choices, discussion of the main research question (here, the individual articles will play a central role), the limitations of the thesis and needs for new research.
- Joint work (articles published in collaboration with co-authors) is accepted in the thesis provided the doctoral candidate’s individual efforts can be identified and documented. Upon submission, the thesis must be accompanied by statement signed by co-authors and the doctoral candidate, which describes specifically the contribution of the latter.
- If the thesis consists of articles, the student must be the main author of at least half of the articles. The inclusion of co-authored articles may give rise to expanding the total number of articles in the thesis.
- The articles must have an academic quality equivalent to the one required for publication in recognized, peer-reviewed academic journals. This rule applies to book chapter as well.
- The thesis and the publications included in it should follow the ethical rules and conventions of academic quality assurance of research.
- For co-authored articles, the criteria of the Vancouver Protocol are normally applicable; for more information please refer to the information on http://uit.no/hsl/phd. In case of departure from the Vancouver Protocol, the reason for this must explained in the statement signed by the co-authors.
The Vancouver Protocol established two important criteria for authorship. Both criteria must be met.

- You must have had a significant contribution in the drafting and design of the project, or participated in the data collection, or in the analysis and interpretation of the data.
- You must have had a significant contribution to the writing or the revision of the manuscript.

Contributors who do not meet these criteria must be listed in a footnote. In addition, you must be involved in approving the final version of the manuscript before it is submitted for publication.

Languages for the doctoral thesis
The thesis must be written in Norwegian, Swedish, Danish, Norwegian or Sami. If you want to use another language, you must apply for this at the time of admission to the doctoral programme.

6) From submission to defence
Submission
There is no deadline for the thesis. It is up to you to decide when to submit. The Faculty accepts doctoral theses throughout the year.

UiT has an electronic submission portal for all master's and doctoral theses – "Munin" which is part of the University Library (UB). Munin is the university's open repository of academic and research-related material. The University offers all students the possibility to publish their doctoral thesis in full or in part in this archive. Regardless of whether you want to publish the doctoral thesis in Munin or not, all doctoral submission at the Faculty must proceed via this portal.

The working hours of the support staff is 8am–3.45pm (in the summer 8am–3pm). Nevertheless, you can save your submission at any stage and complete it later. It will not be registered until you have finalized the submission.

The submission itself consists of uploading your thesis in one or more PDF files and completing an electronic form. Once the submission is registered, the administrative procedures take their due course. The thesis must be submitted in the form of a pdf file prepared for 2-sided printing. The cover page must follow a standard template and can be uploaded separately. The thesis should be submitted in A4 format. For approved theses, there are two options: A4 or a scaled and cropped format 17x24cm. The thesis is printed in 17x24cm format in the final version. You should use a 13 point font in the original document, as this in practice corresponds to a 12 point font in the final printed piece (17x24cm is scaled down by approximately 20% from the original A4 format). We recommend 25mm margin on each side.

The submitted doctoral thesis is printed by the Graphic Design Service at HSL Faculty.

Publication of doctoral theses in Munin
The purpose of Munin it to enhance the visibility of quality assessed research work through open and free publication on the internet. Your thesis is stored in
Munin and will be available in the future for you and others via a permanent URL. This makes it easy for you to refer to your doctoral thesis in applications and references.

The content of Munin is searchable and can be easily retrieved from a local, national and international location. The university library ensures this through cooperation with archives at other institutions. The thesis is also registered as an electronic document in the library database Bibsys.

The doctoral theses to be published in Munin must be connected to a PhD programme completed at UiT. They cannot contain any material that breeches signed confidentiality agreements, considerations connected to the protection of personal information, or copyright. If your thesis is going to be published in Munin, you must first obtain permission for the use of, for instance, illustrations or other material to which others have copyright. For article-based doctoral thesis you must provide a statement of consent from any co-authors, as mentioned earlier. Submitted papers will only be available in Munin after they are approved by the evaluation committee.

When you submit your thesis through the submission portal, you receive some questions about publishing the thesis in full or in part, and whether you have permission. You must also fill out a field where you present a brief summary (abstract) of the thesis. The University Library (UB) will contact you if more information is needed. If the thesis consists entirely or partially of already published material, UB, in cooperation with you, will examine the restrictions the publisher may have against publication in Munin.

On the picture above, you see a screenshot of the submission portal Munin. The text (up to 200–300 words) written in the “Abstract” field is searchable in electronic data systems when the doctoral thesis is published in Munin. You can enter summaries in multiple languages.

The text (up to 1000 characters) written in the field “Popularized summary” must preferably be in Norwegian, but English text is also possible. The popularized
summary is used by UiT in research dissemination in general, and is part of UiT’s annual doctoral booklet of doctoral degrees completed UiT.

Should you have any questions about the procedures, policies or other matters connected to the publication of the thesis in Munin, please contact the University Library.

Allowed correction in a submitted thesis
A submitted doctoral thesis may not be withdrawn until a final decision has been made on whether it is found worthy of public defence. However, you may correct formal errors after submission. The errors that are considered formal are errors in references, names, dates, numbers in tables and similar. There is also an opportunity to make corrections of typographical errors.

If you need to correct formal errors after submission, you must apply for this to the Section for Research Services. Together with the application you must submit a list of all the errors (errata list) you wish to correct. There is no dedicated form for this. You do not have to write which words are corrected, but only refer to the page(s) in the submitted thesis where corrections have been made. The application must be submitted within four weeks prior to the evaluation committee’s deadline for submission of its report. It is only possible to submit an errata list once.

Appointment of the evaluation committee
The main supervisor is responsible for advising the Faculty that the student will submit soon, so the process of appointing of the committee can begin (cf. Section 26 of the Regulations for the degree of PhD). The evaluation committee is appointed by the PhD committee at the Faculty, following a proposal by the department about the composition of the committee. You will be notified by the Section for Research Services regarding the proposed composition of the committee and will be given the opportunity to submit written comments within five working days of receiving this notification.

The evaluation committee must comprise a minimum of three members. Appointed supervisors may not be members of the evaluation committee.

The composition of the committee must meet the following criteria (cf. Section 17 in the Regulations for the degree of PhD):

- Both genders are represented.
- At least one of the members is employed at the university.
- At least one of the members has no association with the university.
- At least one of the members does not have a primary affiliation with a Norwegian institution.
- All members hold a doctoral degree or equivalent.
- At least one member has competence at the level of professor or equivalent.
- The majority of the committee are external members.
- The majority of the committee are employed at institutions awarding doctoral degrees.
You will be notified when the thesis is sent to the evaluation committee by receiving a copy of the letter sent to the committee along with the thesis.

You can discuss with your supervisors potential committee members before you submit. However, it is not common that doctoral candidates contact any potential committee members after the thesis is submitted.

Schedule
The defence must, to the extent possible, be held within four months after the thesis has been submitted for evaluation. If this is going to be possible in practice, you should agree on submission time with your supervisors/department, so that the process of putting together an evaluation committee can begin before the submission.

The committee’s report should be ready within three months from receiving the thesis, unless the Faculty has decided otherwise.

A minimum of four weeks must elapse from the time the Faculty receives the report of the committee until the actual date for defence. This time is needed for certain administrative procedures following the evaluation, practical arrangements of the defence, plus preparations of the trial lecture and defence by the candidate.

Evaluation committee report
The committee issues a written recommendation (evaluation) to the Section for Research Services, which is quickly conveyed to you. You have the opportunity to submit written comments on the report within five working days upon positive evaluation, and within ten days after a negative evaluation. Any comments must be submitted to the Section for Research Services, which forwards them to the evaluation committee. Afterwards, the case must be approved by the Faculty Board on behalf of the Dean.

The evaluation committee receives a letter stating that the doctoral thesis has been approved by the Faculty, who has been appointed as the first and second opponent, who will lead the defence, and the date of the trial lecture and disputation. You will receive a copy of this letter along with information about printing of the thesis and the disclosure of the title for the trial lecture. This is managed by the Section for Research Services.

Neither UiT nor the Faculty has a standard template for evaluation reports. Therefore, the length may vary considerably depending on the committee members’ field of research and the traditions of the department they come from. In any case, the report must say something about the strengths and weaknesses of the thesis and its contribution to the research front in the relevant discipline. It must also contain the committee's main objections. These may involve theoretical, methodological as well as empirical aspects of the thesis. The evaluation must end with a conclusion. There are three options for a conclusion:

1. It is concluded that the doctoral thesis is found worthy of public defence.
2. It is concluded that the doctoral thesis is not ready for approval in its current form, but the committee finds it sufficiently good so that within the
course of three month it can be reworked with a view of being resubmitted.

3. The committee does not find the thesis worth of public defence. In the case of first submission, the work cannot be resubmitted before six months have elapsed.

In case the thesis falls under point 2 or 3 in the above list, there will be major consequences for the ongoing procedure in the case.

Point 2: The Faculty Board takes the final decision whether Section 31, clause 2 and 3 shall be applied (in Regulations for the degree of PhD). More precisely, whether the Faculty agrees with the committee recommendation to let the PhD student submit the thesis in a revised form within three months. The Faculty Board will then determine an exact submission deadline. Such a submission will not be considered “rejected”, but part of the first submission. The revised thesis is sent to the evaluation committee that assessed the thesis in the first place.

It is recommended that you prepare an attachment (of approximately one page) outlining (the main points in) the changes you made following the original committee report. If the submission deadline is not met, the first submission is considered completed – with a final conclusion “rejected”. The thesis cannot be re-submitted before six months have elapsed from the date of decision by the Faculty Board. Point 2 can apply only to first-time submissions.

Point 3: If the thesis is not approved, you cannot submit a new thesis before six months have elapsed (cf. Section 33 in Regulations for the degree of PhD). The Faculty Board determines the earliest possible date for a new submission.

When the thesis is submitted for the second time, you must inform that it has been evaluated before without being deemed worthy of defence. An evaluation committee will be appointed again. It is recommendable to aim at continuity. If you wish to have a different committee, you must provide justification and notify in writing the Section for Research Services.

If your doctoral thesis is rejected also after the second submission, you will have no opportunity to submit a further revised version for evaluation (cf. Section 33 in Regulations for the degree of PhD). In case of negative evaluation, you will receive a 10-days deadline to possibly comment on the committee evaluation. Any comments must submitted to the Section for Research Services, who will forward them to the committee. Then the case is forwarded to the faculty; see the information above.

It is not uncommon for doctoral theses to be rejected. Although this can be a heavy message to receive, it does not mean that “all hope is lost”. The committee’s critical remarks are a guide for the preparation of the thesis for later submission. If your thesis has been rejected in one of the two variants above, it is important that you have a detailed conversation with your supervisors to plan the future work with view to a new submission.
7) Printing, trial lecture and defence

Printing of the thesis
In the event of positive evaluation, the Graphic Design Service at HSL Faculty will print 60 copies of the thesis. The costs are covered by the Faculty. Eight of these are sent to the University Library, while the other copies are made available during the trial lecture and defence. You may not reserve any of these 60 copies for your own use. The copies are available to the public. You may order extra copies of your thesis from the Graphic Design Service at HSL Faculty at your own expense. Colour printing is charged separately in accordance with the current prices.

Colour printing is available on a limited scale. Any photos and illustrations where colour is important for the understanding/portrayal of the scientific content will be printed in colour. You must specify which pages you wish to have printed in colour when submitting the thesis in Munin (in the comments section of the electronic form). Headlines and similar will not be printed in colour. You can find more information about printing and cover page templates the website of the Graphic Design Service at HSL Faculty. Any questions must be addressed directly to the Graphic Design Service, email: trykkeriet@hsl.uit.no.

Trial lecture
The committee proposes the date for the public defence date and the title/topic for the lecture. The purpose of the trial lecture is to test your skills to acquire knowledge beyond the doctoral thesis topic and the ability to convey this. The topic for the trial lecture should not be directly related to the topic of the thesis.

You will receive the title for the trial lecture 10 working days before the defence. You receive it by contacting the Faculty’s main reception on the day of announcement of the title/topic, either by phone 77 64 43 01 or in person in office D-1010 in Breivika III.

It is not natural that you have contact with the committee before the trial lecture and defence. It is up to you to interpret the title of the trial lecture and choose your own approach based on the scope for interpretation the title allows. The trial lecture should not contain/repeat findings/reasoning from the thesis. You do this at the start of the defence (cf. Section 35 in the Regulations for the degree of PhD and point 35 in the Supplementary Regulations for the PhD programme).

Dress code for the trial lecture and defence: formal.

Defence
The practical arrangements of the defence are made by the administration at the department, which will inform and contact you in advance. The trial lecture and disputation should normally be held on the same day. The Faculty can deviate from this rule only where special circumstances necessitate it.

The Head of Department leads the defences at his/her department. If the Head of Department is unable to attend, the role is delegates to a Senior Researcher at the department.
The committee and the doctoral candidate enter the room where the defence is
held in procession, both at the start of the trial lecture and at the start of the
defence of the thesis itself. The person leading the defence leads the procession
into the room after all the guests have taken their place. Then follow the doctoral
candidate, first opponent, second opponent and third opponent/chairman of the
committee. It is expected that the entire audience rises to its feet as the
procession enters. It may be a good idea to inform family and friends about this
beforehand.

When the procession enters the auditorium, the doctoral candidate and the
committee sit in reserved places. The person leading the disputation welcomes
the audience and gives a short account of the submission, assessment of the
doctoral thesis and the trial lecture.

You explain the objective and findings of the scientific research discussed in the
thesis. The approximate time allocated to this presentation is 15 minutes (cf.
point 35 in the “Supplementary regulations for the degree of PhD”).

The leader of the defence shows you and the opponents to the respective
positions during the proceedings. During the defence you and the opponent
normally stand half facing each other.

The first ordinary opponent initiates the academic part of the defence. The
faculty has set up an indicative time of maximally 1.5 hours for discussion (point
35 in the “Supplementary regulations for the degree of PhD”). The second
opponent concludes the defence. The time for discussion with the second
opponent is up to 1 hour (point 35 in the “Supplementary regulations for the
degree of PhD”). The opponents will have agreed among themselves who will
deal with which topics during the defence. The assessment report may give clues
about relevant topics for the defence.

If any other members of the audience wish to pose questions ex auditorio during
the disputation, they must notify the leader of the defence. The notification
happen within a designated time stipulated and announced by the leader of the
disputation during the opening of the defence.

The department covers the lunch for the person leading the disputation, the
evaluation committee, supervisors, doctoral candidate and, if desired, his/her
closest family. The department administration is responsible for the practical
arrangements of the defence, and you will receive information and invitation
from the contact person in advance.

**Doctoral dinner**

It is common to invite selected guests to dinner as a conclusion of the formal
defence. This is however not mandatory. Over the years, the doctoral dinner has
become less formal. For those who want to have a dinner and remain faithful to
the formalities, the tradition is as follows:
• The person leading the defence should be invited together with the evaluation committee.
• Unless the rector or another person of higher rank is present, the person who led the defence must commence the speeches. The next speech is held by the third opponent (the chairman of the committee).
• If the department is represented by somebody else than the person leading the defence, then his/her speech follows the speech by the third opponent, followed by the speeches of the supervisors.
• Other speakers may then hold speeches.

8) Relevant contact information

PhD education at the HSL Faculty
Website: www.uit.no/hsl

Graphic Design Service at HSL Faculty
Email address: trykkeriet@hsl.uit.no

Munin – UiT’s research archive
Email address: munin@ub.uit.no

Department of Research and Development
Website: www.uit.no/afu

Tromsø Doctoral Students organization for PhD students (TODOS)
Website: todos.uit.no

9) Practical information

Salary level/salary grade
The salary of PhD candidates (students who have received a regular PhD scholarship from the University, the Research Council of Norway, or others) is normally placed in State salary grade 1017, start-up salary following LR 51. If you have questions about the salary, please contact the HR Office (Office of the Faculty Director) or the Head of Office at the department. Salaries for University College lecturers and employees at external research institutions are agreed on with the respective employers; these salaries can vary greatly.

Annual funding/operating costs
With respect to operating costs for the project (expenses for data collection, field work, courses and other necessary travel), those employed in a PhD position will normally be allocated a certain annual amount from the institution that allocates the scholarship. The faculty and department have limited funds for which you may apply.

Please contact the Head of Office at your department for more information.

Required duties
Please contact the Head of Office at your department for information about the required duties of PhD students. There are detailed guidelines regarding the work duties of PhD students.
Moving to/staying in Tromsø
PhD students who have a scholarship/position affiliated with the university will receive a letter with information about the relocation allowance, housing and the like. For more information, please contact the Office of the Faculty Director at the Faculty Administration.

For questions relating to housing, you may contact the Housing Office on phone +47 77 64 59 79.

Stay abroad
Funding for stays abroad is announced approximately twice per year. PhD students at the University of Tromsø are given priority. Exceptionally, other PhD students can apply in case they cannot cover a stay abroad through their own funding sources. For instance, PhD students funded by the Research Council of Norway may apply for funding to study abroad at the Council. The funding announcement is advertised on UiT Tavla and sent by email.

Transition scholarships
Transition scholarships are announced approximately twice per year. It is only possible to apply for a transition scholarship after the doctoral thesis is submitted. The transition scholarship is aimed at skilled researchers who wish to pursue a scientific career. The announcement is advertised on UiT Tavla and sent by email to PhD students.