

Regulations for the doctor of philosophy degree (PhD) at Nord University

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This English translation of *Forskrift om graden philosophiae doctor (ph.d.) ved Nord universitet* is intended for information purposes only. The original Norwegian document is the authoritative version for all legal purposes. Should a dispute arise regarding the interpretation of provisions in the two versions, the Norwegian version shall prevail.

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Part I Introductory provisions

Section 1 Applicability of these regulations

These regulations apply to all education culminating in the Doctor of Philosophy degree (PhD). The provisions provided in this document regulate admission to, participation in and completion of doctoral training and education at Nord University.

For other provisions that regulate the terms and conditions of the PhD degree, please refer to the Norwegian Act relating to universities and university colleges (2005), the Norwegian qualifications framework for lifelong learning (NKR 2011), the Regulations concerning terms and conditions of employment for the posts of *postdoktor* (post-doctoral research fellow), *stipendiat* (research fellow), *vitenskapelig assistent* (research assistant) and *spesialistkandidat* (resident) (2006), the regulations governing degrees and protected titles (2005), the Norwegian Agency for Quality Assurance and Education’s (NOKUT) regulations governing standards and criteria for accreditation and quality enhancement in the higher education sector, the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (2005), and the regulations relating to studies and examinations at Nord University (2015).

Section 2 Scope, content and objectives of doctoral education

The objective of doctoral education is to qualify candidates to conduct research of an international standard and to perform other types of work requiring a high level of scientific expertise and analytical thinking in accordance with sound scientific practice and established standards on research ethics.

Doctoral education should provide the candidate with knowledge, skills and expertise in keeping with the national qualifications framework.

The PhD degree is conferred on the basis of:

- an approved doctoral thesis
- approved completion of the required coursework
- an approved trial lecture on an assigned topic
- an approved public defence of the doctoral thesis

Doctoral education normally consists of three years of full-time study, and includes required coursework comprising a minimum of 30 credits, and an independent research project. The responsible faculty may require that the coursework component comprises more than 30 credits.

The most important component of doctoral education is an independent research project or a combined research and development project carried out under close academic supervision.

Section 3 Responsibility for doctoral education

The Board of Nord University has primary responsibility for doctoral education offered at the institution. Doctoral education is organized within programmes managed by the faculties.

Responsibility for conduct of doctoral education is delegated to the faculties, within their respective disciplines. Doctoral programme coordinators must possess a doctoral degree within the relevant subject area. Faculties may determine additional provisions for their respective doctoral programmes, to the extent that such provisions are not in conflict with the provisions laid out in these regulations.

The faculties determine the study plans and course descriptions for their respective doctoral programmes.

Section 4 Quality assurance

Doctoral education at Nord University is included in the institution's system for quality assurance of educational and research activities. The faculties are required to evaluate their respective doctoral programmes in accordance with this system.

Part II Admission

Section 5 Admission

Section 5-1 Conditions of admission

To be eligible for admission to doctoral education, applicants must normally possess a master's degree with a scope of 120 credits or the equivalent, c.f. the descriptions of the second cycle of the national qualifications framework. Based on a special assessment, Nord University may approve

other, comparable qualifications as the basis for admission. The faculties may set other qualifications requirements based on criteria that are publicly available and in keeping with the institution's recruitment policy and academic profile.

Applications should contain:

- documentation of the educational qualifications that serve as the basis of admission;
- a project description that includes:
 - o scientific description of the project
 - o progress plan
 - o funding plan
 - o documentation of special requirements for academic and material resources
 - o any plans for a stay at another institution
 - o plans for research dissemination
 - o information about any restrictions on intellectual property rights that are intended to protect the rights of others
- plan for the required coursework, including coursework aimed at developing general competency in accordance with the qualifications framework;
- recommendation for at least one academic supervisor and a statement regarding the applicant's proposed affiliation with an active research group;
- a description of any legal or ethical issues raised by the project and how these can be addressed.
- The application must state whether the project is dependent on permission granted by committees on research ethics and other authorities or private individuals (research subjects, patients, parents, etc.). If possible, such permission should be obtained in writing and attached to the application.

Nord University is responsible for determining the content of its application form, and may establish additional documentation requirements. The application must contain an overview of relevant publications as well as an overview of any courses the applicant wishes to have recognized as part of their coursework. The candidate and the main academic supervisor should, as quickly as possible and within three (3) months of admission, review the project description and assess the need for any adjustments.

Nord University may stipulate requirements relating to residency at the institution.

As a general rule, an application for admission to doctoral training must be submitted within three (3) months of commencement of the research project that will culminate in conferral of the PhD degree. If less than one (1) year of full-time work on the research project remains at the time of submission of the application, the application will be rejected, c.f. section 5.3.

Section 5-2 Infrastructure

The infrastructure needed to implement the research project must be placed at the disposal of the candidate. The faculty is responsible for determining what infrastructure is necessary for implementing the project. For candidates with external funding or an external workplace, an agreement must be entered into between Nord University and the external party in connection with the research project concerned. As a general rule, the agreement must be signed prior to formal admission of the candidate or immediately thereafter.

Section 5-3 Admission decision

The faculty's decision to grant admission is based on an overall assessment of the application. The faculty may stipulate criteria for use in ranking of qualified applicants when the number of applicants exceeds the admission capacity of the institution.

The formal admission letter will appoint at least one academic supervisor, assign responsibility for dealing with other needs outlined in the application, and establish the start and end dates of the agreement period. The start date will be the same as the date that the candidate's funding begins. Any extension of the agreement period must be related to the rights of employees pursuant to Norwegian law, or be the subject of a separate agreement relating to the candidate's funding base.

Admission may be denied if:

- agreements with external third parties prevent the doctoral thesis from being made available to the public or from being defended in a public forum;
- the agreements on intellectual property rights that have been entered into are so unreasonable that Nord University should not be involved in the project;
- the applicant cannot fulfil the requirement that a minimum of one year of the project must be carried out after the candidate has been granted admission to doctoral training, c.f. section 5.1.

Section 5-4 Term of agreement

The agreement term is the same as the funding period, and usually consists of three (3) years of full-time study, or four (4) years with 25 percent work duty.

If the candidate's training is interrupted for legally established reasons, the agreement term will be extended correspondingly

The faculty may, upon application, extend the agreement term. Nord University may stipulate additional terms and conditions if an extension of the agreement term is approved.

When the period of admission expires, the rights and obligations of the parties in connection with the PhD agreement terminate. This means that the PhD candidate may lose his/her right to receive academic supervision, participate in courses and have access to the institution's infrastructure. However, the candidate may apply for permission to submit his/her doctoral thesis for evaluation for the PhD degree.

The maximum study period is six (6) years from commencement to submission of the dissertation for assessment. Legally established periods of leave, extended sick leave, and work duties are not included in the maximum study period. The faculty may stipulate stricter requirements for progression during the study period.

Section 5-5 Voluntary termination prior to expiry of the agreement term

The candidate and faculty may agree that the candidate's participation in the doctoral programme will be terminated prior to expiry of the agreement period. In the event of voluntary termination, all questions regarding the terms and conditions of employment, funding, rights to the use of the research results, etc. must be settled in a termination agreement.

If voluntary termination is due to the candidate's desire to change projects or transfer to a different doctoral programme, the candidate must reapply for admission on the basis of the new project. A dissertation that is written under organized supervision within a doctoral training programme may not be submitted for assessment as a free doctoral dissertation/dr.philos.

Section 5-6 Involuntary termination in the event of delay or lack of progress

When one or more of the following conditions are present, the faculty may decide to terminate a candidate's participation in the doctoral programme without the candidate's consent:

- A serious delay in completion of the required coursework.
- Repeated or serious violations of the candidate's obligations to provide information, meet commitments, and report on the project, including a failure to submit a progress report, c.f. section 9.
- A delay in the progress of the research project that is of such a nature as to raise doubts about the candidate's ability to complete the project within the stipulated timeframe.

Pursuant to these regulations, involuntary termination may be imposed only if the lack of progress or delay is due to circumstances over which the PhD candidate has control.

If the PhD candidate is an employee of Nord University, the agreement may only be terminated if the conditions for dismissal or resignation laid down in the Civil Servants Act are met.

A decision to impose involuntary termination based on this section must be taken by the faculty. Complaints are to be handled by the Appeals Committee at Nord University.

Section 5-7 Involuntary termination in the event of cheating on examinations or tests during the PhD programme

If it is found that a PhD candidate has cheated on examinations or tests during the PhD programme, Nord University may decide to annul such examinations and tests, cf. section 4.7 of the Act relating to universities and university colleges. If the circumstance(s) are so serious as to constitute scientific misconduct, cf. section 4.13, first paragraph, of the same Act, cf. section 5 of the Act on ethics and integrity in research, second paragraph, Nord University may decide to impose involuntary termination, cf. section 5.8 below.

Decisions based on this paragraph are to be taken by the board itself or the Appeals Committee at Nord University. Complaints are to be handled by the Appeals Committee at Nord University, cf. section 5-1 of the Act relating to universities and university colleges and regulations in accordance with this.

Breach of guidelines for research ethics relating to the subject area, hereunder cheating as related to provisions laid out in the Act relating to universities and university colleges §4-13, may provide grounds for involuntary termination.

Section 5-8 Involuntary termination in the event of scientific misconduct

If it is found that a PhD candidate is guilty of scientific misconduct, cf. Section 4.13, first paragraph, of the Act relating to universities and university colleges, cf. section 5, second paragraph, of the Act on ethics and integrity in research, Nord University may decide to impose involuntary termination.

A decision to impose involuntary termination on the basis of scientific misconduct is to be taken by the entity determined by the institution's board. Appeals regarding such decisions will be handled by the ministry or a special appeals committee appointed by the ministry.

Section 6 PhD Agreement

Admission to doctoral education must be formalised in a written agreement that conforms with the institution's standard agreement regarding admission, which is adopted by the university board. The agreement must be signed by the PhD candidate, the academic supervisor(s) and the faculty to

which the candidate has received admission. The agreement regulates the rights and obligations of the parties during the period of admission and is intended to ensure that the candidate participates on a regular basis in an active research group and that he/she is able to complete the training within the stipulated timeframe.

For PhD candidates employed by an external party or with funding or other contributions from an external party, a separate agreement must be entered into between the candidate, Nord University and the external party, in keeping with the established guidelines.

In the event that the PhD candidate will be affiliated with an institution abroad, the institution's guidelines for such cooperation must be followed and a separate agreement must be entered into using the institution's standardised form. As a general rule, the signed agreement must be attached to the admission agreement.

Part III Implementation

Section 7 Academic supervision

Section 7-1 Individual supervision

The work involved in the doctoral thesis must be carried out under individualised academic supervision. The faculty and the supervisors should work together to ensure that the PhD candidate participates in an active research community.

Section 7-2 Appointment of academic supervisors

As a general rule, the PhD candidate will have two academic supervisors, of which one will be designated as the main supervisor. The main supervisor should be appointed at the time of admission.

The main supervisor has the primary academic-related responsibility for the candidate. If the faculty appoints an external main supervisor, a co-supervisor from the Nord University must also be appointed.

Co-supervisors are experts in the field who provide supervision and share the academic-related responsibility for the candidate with the main supervisor.

Provisions on impartiality in sections 6.10 of the Public Administration Act regarding disqualification apply to the academic supervisors.

All academic supervisors must hold a doctoral degree or equivalent qualification in the relevant research field and be working actively as researchers. At least one of the appointed supervisors should have previous experience or training in serving as a supervisor for PhD candidates.

The PhD candidate and academic supervisor may ask the institution to appoint a new supervisor for the candidate. The supervisor may not withdraw before a new supervisor has been appointed. The parties may bring any disputes regarding the academic-related rights and obligations of the supervisor and candidate to the institution for review and determination.

Section 7-3 Duties of the academic supervisors

The candidate and academic supervisors should have regular contact. The supervisor is responsible for following up the candidate's academic development. The frequency of contact between the parties should be stated in the annual progress report, c.f. section 9.

The supervisors are required to stay informed of the progress of the candidate's work and to assess it in relation to the progress plan in the project description, c.f. section 5.1.

The supervisors are required to follow up academic-related factors that may cause a delay in the candidate's progress to ensure that the candidate completes the training within the stipulated timeframe.

Section 8 Required coursework

Section 8-1 Purpose, content and scope

Doctoral education must be organised such that candidates are able to complete their training within the stipulated timeframe.

The faculty is responsible for ensuring that the required coursework and the work involved in the doctoral thesis constitute an education at a high academic level in accordance with international standards. Doctoral training must include the completion of a research project, training in research dissemination and an introduction to research ethics, the philosophy of science and scientific methods. The coursework, together with the research project, must be designed to achieve the anticipated learning outcomes in accordance with the national qualifications framework.

The faculty should offer PhD candidates advice on future career opportunities within and outside of academia, including making the candidates aware of the expertise that they have acquired through their research activity.

If Nord University itself does not provide all of the required courses, it must facilitate the candidate's participation in comparable courses at other institutions.

The coursework component must consist of at least 30 credits. The faculty may require a greater coursework component, c.f. relevant study plan and additional provisions given by the faculty. Coursework completed prior to admission to the doctoral programme may, upon application and academic evaluation, be credited as part of the coursework component. Doctoral-level courses completed at another institution must be approved in accordance with the provisions of section 3.5, first paragraph, of the Act relating to universities and university colleges.

Section 8-2 The candidate's rights in the event of leave of absence

PhD candidates on maternity/paternity leave from the doctoral programme may attend classes and sit for examinations in courses that will be included as part of the candidate's required coursework during the leave period, pursuant to section 14.10, fourth paragraph, of the National Insurance Act and the circular from the Norwegian Labour and Welfare Administration regarding section 14-10, fourth paragraph, of 18 December 2006, last amended on 30 June 2009. Parental leave for PhD candidates that are not research fellows is in accordance with the Act relating to universities and university colleges §4-5 and the Working Environment Act §§12-1 and 12-7.

Section 9 Reporting and midterm evaluation

Section 9-1 Reporting

Nord University's system for the quality assurance of doctoral education must include measures to uncover insufficient progress on the doctoral thesis and coursework, inadequacies in supervision, and routines for handling any such deficiencies that might arise. This system will normally include the submission of annual, individual reports by the PhD candidate and the academic supervisor, and be designed to avoid dual reporting.

The candidate and the supervisor are equally responsible for submitting the required reports. A lack of or inadequate progress reports from the candidate may result in involuntary termination of the candidate's participation in the doctoral programme prior to expiry of the period of admission, c.f. section 5.5. Supervisors who fail to comply with the reporting requirements may be relieved of their supervisory duties.

The faculty may establish special reporting requirements, if needed.

Section 9-2 Midterm evaluation

A midterm evaluation of the research project should normally be carried out in the third or fourth semester. The candidate must present his/her work and will be evaluated by a group of at least two persons appointed by Nord University. The evaluation group must give its opinion of the academic status and progress of the research project and provide feedback to the candidate, supervisor and institution. If the evaluation group finds major weaknesses in the research project, measures to rectify the situation must be implemented.

Section 10 The doctoral thesis

Section 10-1 Thesis requirements

A doctoral thesis is an independent research project or research and development project that meets international standards with regard to ethical requirements, academic level and methodology used in the research field.

The thesis must contribute to the development of new knowledge and achieve a level meriting publication or public disclosure in a suitable format as part of research-based knowledge development in the field.

The thesis may consist of a monograph or a compendium of several shorter manuscripts. If the thesis consists of several shorter manuscripts, an explanation of how these are interrelated shall be included.

The main component of the thesis may consist of a new product, a systematised collection of data or another form of presentation (e.g. sound, pictures, video, electronic form of presentation) in which the theoretical and methodological basis is not apparent from the product itself. In such cases, the thesis, together with the presentation of the product itself, shall have an additional component comprised of a written description of the research problem, choice of theory, and the method and assessment of the results in keeping with international standards and the academic level within the field.

It is the responsibility of the institution to decide whether a doctoral thesis produced by more than one person may be submitted for evaluation. In this case, it must be possible to identify the contributions of the individuals involved.

If the thesis or parts of the thesis have been produced in cooperation with other authors or cooperating partners, the PhD candidate shall follow the norms for co-authorship that are generally accepted within the academic community and in accordance with international standards. If the thesis consists mainly of articles, the candidate must normally be listed as the lead author on at least half of the articles. In cases where authors are listed alphabetically, the candidate must have carried out at least 50 percent of the work on at least 50 percent of the articles. The responsible faculty determines the requirements regarding the total number of articles in supplementary provisions for the PhD programme.

A thesis containing articles written by more than one author or cooperating partner must include a signed declaration that describes the candidate's contribution to each of the articles.

The declaration must be sent to the assessment committee together with the thesis, c.f. §13-1.

The faculty determines which languages may be used in the doctoral thesis.

Section 10-2 Manuscripts that may not be submitted

Manuscripts or parts of manuscripts that have been approved as the basis for previous examinations or degrees may not be submitted for evaluation as part of the doctoral thesis unless they comprise a minor part of a thesis consisting of several related manuscripts. However, data, analyses and methodologies from previous degrees may be used as the basis for the doctoral research project.

Scientific works published prior to admission may form part of the thesis, upon application and subject to an academic evaluation.

The doctoral thesis may be submitted for evaluation to only one educational institution, c.f. section 13.1.

Section 11 Rights to use of research results

Section 11-1 Use of thesis for teaching and research activities

Nord University may, without limitation, reproduce and use the parts of the doctoral thesis to which the candidate is the sole copyright holder, as well as other scientific literature produced as a result of work on the thesis to which the PhD candidate is the sole copyright-holder, in teaching and research activities at Nord University. An equivalent agreement will apply to candidates who are not employed by Nord University. Use of such material requires that the PhD candidate is credited in accordance with relevant legislation and best practice.

Section 11-2 Obligation to report on research results with commercial potential

The rights between Nord University and any cooperating institution must be regulated in a written agreement. This provision also applies to agreements made at the faculty level.

When a PhD candidate is employed at Nord University, Nord University's regulations relevant at the time must form the basis of the PhD candidate's obligation to report on research results with

commercial potential that he/she produced during the employment relationship, c.f. *Lov om retten til oppfinnelser som er gjort av arbeidstakere* (1970) (Employee Inventions Act).

When a PhD candidate has an external employer, the corresponding obligation to report must be stipulated in a written agreement between Nord University, the PhD candidate and the external employer.

For PhD candidates without an employer, the corresponding obligation to report must be stipulated in the admission agreement between Nord University, through the faculty, and the PhD candidate.

Section 11-3 Copyright, patent and other immaterial rights (Intellectual property rights)
The provisions given in this section shall not be interpreted in any way that contravenes the Norwegian Copyright Act of May 12 1961 or its related regulations.

The PhD candidate has, in cases where the candidate is the sole author of the doctoral thesis, sole copyright to the work.

Articles or other contributions written collaboratively, and in which it is not possible to identify individual contributions, are viewed as collaborative work. In such cases, the authors hold the copyright jointly.

Should the candidate, in connection with work on the PhD project, make a patentable discovery, they are required to notify the institution without delay, in accordance with the *Lov om retten til oppfinnelser som er gjort av arbeidstakere* (Employee Inventions Act) of September 1 1970, §5. The institution has the right to require that the rights to the discovery are transferred to the institution, in accordance with the same act's §4, c.f. §6 paragraph 1 and 2. If the discovery is produced in collaboration with the supervisor, the candidate and supervisor must together determine their respective, individual share of the patentable discovery.

Without diminishing the foregoing provisions, the candidate has a right to publish a discovery in accordance with the terms and conditions laid out in the *Lov om retten til oppfinnelser som er gjort av arbeidstakere* (Employee Inventions Act) §6, paragraph 3. The right to publish applies also to the supervisor, in cases where the discovery is made jointly and where the candidate's or a third party's right to publish does not prevent this.

No restrictions shall be placed on disclosure and publication of a PhD thesis, with the exception of delay by prior agreement with the purpose of allowing external parties to determine their interests in potential patents.

Nord University shall normally be credited upon publication or disclosure of the dissertation, in cases where Nord University has made a necessary and significant contribution to, or provided the basis for, the candidate's production of the publicly disclosed or published work. The same applies for external parties who have made a significant and necessary contribution. Contributions are viewed as necessary and significant if the candidate is an employee of Nord University, or an external party, while performing the research work. Other institutions and companies may be viewed as having made necessary and significant contributions.

Part IV Completion

Section 12 Evaluation

Section 12-1 Basis for the evaluation

The PhD degree is conferred on the basis of:

- an approved doctoral thesis;
- approved completion of the required coursework;
- an approved trial lecture on an assigned topic;
- an approved public defence of the doctoral thesis.

Section 12-2 Time from submission to public defence

The time from submission of the thesis to public defence should normally not exceed 5 months.

It is the responsibility of the main academic supervisor to notify the responsible unit at the faculty that the doctoral thesis will be submitted soon so that the necessary preparations can begin.

Section 13 Submission

Section 13-1 Submission of the doctoral thesis

The application for evaluation of the doctoral thesis may only be submitted after the required coursework has been approved.

A submitted work may not be retracted until after it has been assessed as worthy/not worthy for defence. The doctoral thesis will be assessed “as is” at the time of submission.

The following documents must be attached to the application:

- the doctoral thesis prepared in the approved format and in accordance with Nord University's rules regarding the form and number of copies as decided by the faculty cf. §10-1 and the faculty's supplementary guidelines;
- required written permissions, c.f. §5.1.;
- declarations from co-authors when this is required pursuant to §10.1;
- statement regarding whether the doctoral thesis is being submitted for evaluation for the first or second time;
- statement that the doctoral thesis has not been submitted for evaluation at another institution;
- Documentation of completed and approved doctoral coursework, cf. §8.

The faculty may make an independent decision to deny an application for evaluation of the doctoral thesis if it is evident that the thesis does not meet sufficiently high standards of scientific quality and would as such be rejected by an evaluation committee.

The doctoral thesis must be made available to the public no later than two weeks prior to the public defence, c.f. section 18.1.

Section 13-2 Assessment of the application

The faculty assesses the application for evaluation of a doctoral thesis. Applications that do not fulfil the requirements stated in section 13.1 will be rejected.

Section 14 Appointment of the evaluation committee

When the institution has approved an application for evaluation of a doctoral thesis, it must appoint an expert committee, comprised of at least three members, who will evaluate the thesis and the

public defence. Committee members are subject to the provisions in section 6 of the Public Administration Act regarding impartiality.

The composition of the committee should normally be decided at the time of submission of the doctoral thesis.

The evaluation committee will normally be comprised so that:

- both genders are represented;
- the majority of members is not affiliated with Nord University;
- at least one of the members is not affiliated with the institution;
- at least one of the members is not employed in his/her main position at a Norwegian institution;
- all the members hold a doctoral degree or equivalent expertise;
- the majority of the committee members is external.

If these criteria are not met, an explanation must be provided.

The faculty is responsible for establishing procedures for the appointment of evaluation committees. The proposal for the composition of the committee must explain the reasoning behind the selection of the members and how the committee as a whole covers the field(s) addressed in the doctoral thesis. The faculty must appoint either one of the committee members or another person to serve as the committee's chairperson.

The appointed supervisor and others who have contributed to the doctoral thesis may not be appointed as members of the evaluation committee or administer its activities.

When required, the faculty may appoint an alternate to sit on the evaluation committee.

The candidate will be notified of the proposal for the composition of the committee, and he/she may submit written comments no later than one week after the proposal has been made known to the candidate.

Section 15: Activities of the evaluation committee

Section 15-1: Gathering of supplementary information

The evaluation committee may ask to review the PhD candidate's basic data and any additional or clarifying information.

The evaluation committee may ask the academic supervisor to provide information about the supervision carried out and the work involved in the doctoral thesis.

Section 15-2 Reworking of a submitted doctoral thesis

The evaluation committee may, on the basis of the submitted doctoral thesis and any additional material, c.f. section 15.1, recommend that the faculty permits the candidate to make minor revisions to the thesis before the committee submits its final report. The committee must provide a written list of the specific items that the candidate must rework.

If the faculty allows minor revisions to the thesis, a deadline normally not exceeding three (3) months will be set for completing such revisions. A new deadline for submission of the committee's final report will also be set. The faculty's decision pursuant to this paragraph may not be appealed

by the PhD candidate.

If the committee finds that extensive changes related to the theory, hypothesis, material or methods used in the thesis are needed in order to deem the thesis worthy of public defence, the committee must reject the thesis.

Section 15-3 Report of the evaluation committee

The evaluation committee determines whether the thesis is worthy of being defended for the PhD degree. The decision presented in the report and any dissenting views must be explained.

The committee's report must be submitted no later than three (3) months from the date when the committee received the thesis. If the committee allows reworking of the thesis, a new period commences upon resubmission of the thesis.

The committee's report is submitted to the faculty, which forwards the report to the PhD candidate. The candidate is given ten (10) working days in which to submit written comments to the report. If the candidate does not wish to submit comments, he/she must notify the faculty of this in writing as soon as possible.

Any written comments by the PhD candidate must be sent to the faculty. The faculty is responsible for taking the final decision on the matter in accordance with §16.

Section 15-4 Correction of formal errors in the doctoral thesis

After the PhD candidate submits the doctoral thesis for evaluation, he/she may apply for permission to correct formal errors in the thesis. A list of the errors that the candidate wishes to correct (an errata list) must be attached to the application. The application to correct formal errors may be submitted only once, and no later than four (4) weeks prior to the committee's deadline for submission of its final report.

Section 16 Faculty procedures related to the evaluation committee's report

Section 16-1 Unanimous committee decision

If the committee's decision is unanimous and the faculty finds that the committee's report should be used as the basis for its final decision, the faculty will take the final decision in accordance with the committee's report.

If the faculty finds that there are grounds to doubt whether the committee's unanimous decision should be used as the basis for its final decision, the faculty must request further clarification from the evaluation committee and/or appoint two new reviewers who will submit individual evaluations of the thesis. Such additional clarification or individual evaluations must be presented to the PhD candidate, who has ten days to comment on the statements.

The faculty takes the final decision on the matter on the basis of the committee's report and the subsequent reviews.

Section 16-2: Non-unanimous committee decision

If the committee's decision is *not unanimous* and the faculty finds that there are grounds to use the majority's opinion as the basis for its final decision, the faculty will take the final decision in accordance with the majority's view.

If the committee's decision is not unanimous and the faculty finds there are grounds to consider using the minority's opinion as the basis for its final decision, the faculty may request further clarification from the evaluation committee and/or appoint two new reviewers who will submit individual evaluations of the thesis. Such additional clarification or individual evaluations must be presented to the PhD candidate, who will be given the opportunity to make comments.

If both of the new reviewers agree with the majority's opinion in the original report by the committee, the majority's opinion must be followed.

The new reviewers shall, in cases of disagreement or where both support the minority opinion, resign their position. In such cases, the faculty shall establish a new committee that may approve or reject the thesis by simple majority.

The candidate will be informed of the outcome after procedures related to the statements by the new reviewers have been completed.

Section 17 Resubmission

A doctoral thesis that is found to be not worthy of a public defence may be resubmitted in revised form no sooner than six (6) months after the initial rejection. The faculty will appoint a new evaluation committee where at least one member of the original evaluation committee is reappointed. A doctoral thesis may be re-evaluated only once.

In the event of resubmission, the PhD candidate must clearly state that the doctoral thesis was evaluated previously and was found to be not worthy of a public defence.

Section 18 Public availability of the doctoral thesis

Section 18-1 Requirements related to the printed doctoral thesis

When the doctoral thesis is found worthy of a public defence the faculty shall ensure that the thesis is printed in an approved format in accordance with provisions given by Nord University.

The PhD candidate must submit a brief summary of the doctoral thesis in English and Norwegian, with the purpose of making the thesis and related research results known to research communities nationally and internationally. If the thesis is not written in English or Norwegian, the candidate must also submit a summary in the language in which the thesis is written. Like the thesis itself, the summary must be made available to the public.

Section 18-2 Public availability

The doctoral thesis must be made available to the public no later than two (2) weeks prior to the date of the public defence. The thesis should be made available in the form in which it was submitted for evaluation, or following revisions made on the basis of the committee's preliminary comments, c.f. section 15.2.

There can be no restrictions placed on a doctoral thesis being made publicly available, except in the event that a prior agreement has been reached concerning a delay in public access at an agreed upon date. Such a delay may be allowed so that the institution and any external parties that have partially or wholly funded the candidate's PhD studies can determine their interests in potential

patents. An external party may not require that all or part of a doctoral thesis be withheld from the public domain, c.f. section 5.3.

In the event of publication of the doctoral thesis, the candidate must follow the applicable guidelines on the crediting of institutions. As a general rule, the institution must be listed as the author's address in the publication if the institution has made a necessary and substantial contribution or laid a foundation so that the author could produce the published manuscript. The same author must also list other institutions if these in each case fulfil the requirement related to the institution's contribution.

Section 19 The doctoral examination

Section 19-1 Trial lecture

After the doctoral thesis has been submitted for evaluation, c.f. section 15, the PhD candidate must hold a lecture. The trial lecture is an independent part of the examination for the PhD degree and is held on an assigned topic. The purpose is to test the candidate's ability to acquire knowledge beyond the topic of the doctoral thesis and to convey this knowledge in a lecture situation.

The evaluation committee determines the title of the trial lecture. The title of the trial lecture shall challenge the candidate to analyze aspects of a topic that extend beyond the scope of the thesis. The title of the trial lecture shall be given to the candidate ten working days prior to the trial lecture event.

If the faculty decides to hold the trial lecture in connection with the public defence, the evaluation committee will assign the topic of the lecture and conduct the evaluation. If the two examinations are evaluated separately, the faculty will appoint a separate committee to evaluate the lecture and assign the topic. In this case, at least one of the members of the evaluation committee must be appointed to the trial lecture committee.

The trial lecture must be held in the language in which the doctoral thesis is written, unless the faculty approves the use of another language.

The evaluation committee is responsible for determining whether the trial lecture is approved or not approved. If the trial lecture is not approved, the reason for this must be explained.

The trial lecture must be approved before the public defence can be held.

Section 19-2 Public defence of the doctoral thesis

The public defence of the doctoral thesis must take place after the trial lecture has been held and approved, and no later than two (2) months after the faculty has found the thesis to be worthy of public defence.

The time and location of the public defence must be announced at least ten (10) working days prior to the scheduled date.

The committee that originally evaluated the doctoral thesis must also evaluate the public defence. The public defence must be held in the language used in the thesis, unless the faculty, upon recommendation of the evaluation committee, approves the use of a different language.

There will normally be two opposing speakers, or discussants, at the defence. These two speakers must be members of the evaluation committee and will be appointed by the faculty.

The public defence will be chaired by the faculty dean or a representative authorized by the dean.

The chair of the defence will give a brief explanation of the procedures relating to the submission and evaluation of the doctoral thesis. Then the PhD candidate will explain the purpose and findings of the doctoral research project. The first opposing speaker begins the questioning of the PhD candidate and the second opposing speaker concludes the questioning. The faculty may, in supplementary provisions, decide to distribute the tasks normally assigned to the opposing speakers and the candidate in a different way. After both opposing speakers have concluded their questioning, members of the audience will have the opportunity to comment. One of the opposing speakers concludes the questioning, and the chair of the defence concludes the defence proceedings.

The evaluation committee submits its report to the faculty in which it explains how it has assessed the public defence of the thesis. The report must conclude whether the defence was approved or not approved. If the defence is not approved, the report must provide an explanation for this.

Section 20 Approval of the doctoral examination

The faculty determines whether to approve the doctoral examination on the basis of the evaluation committee's report.

If the evaluation committee does not approve the trial lecture, a new trial lecture must be held on a new topic no later than six (6) weeks following the first lecture. A new trial lecture may only be held once. The lecture must be evaluated by the same committee that evaluated the first lecture to the extent possible, unless the faculty has stipulated otherwise.

If the faculty does not approve the public defence, the PhD candidate may defend the doctoral thesis once more only. A new defence can be held after six (6) months and must be evaluated by the same committee that evaluated the first defence to the extent possible.

Section 21 Conferral of degree and diploma

Based on a statement by the faculty that the required coursework, doctoral thesis and doctoral examination have been approved, the Doctor of Philosophy degree will be conferred on the candidate. The diploma is issued by Nord University and provides information about the academic training in which the candidate has participated, the date and title of the trial lecture, the title of the doctoral thesis and the date of the thesis defence. Nord University determines what additional information is to appear on the diploma.

In addition to the diploma issued by Nord University, the successful candidate will also be awarded a Doctoral Certificate signed by the Rector and the Faculty Dean.

Section 22 Diploma Supplement

Nord University will issue a Diploma Supplement, i.e. an attachment to the PhD diploma, in keeping with the applicable guidelines.

Part V Appeals, entry into force and transitional arrangements

Section 23 Appeals

Section 23-1 Appeal of a rejection of an application for admission, appeal of a decision to terminate a student's admission rights, and appeal of rejection of an application for recognition of parts of the required coursework

Rejection of an application for admission, a decision to terminate a student's admission rights, and rejection of an application for recognition of parts of the required coursework may be appealed pursuant to the Public Administration Act's §§28 and following. The appeal with grounds is to be submitted to the faculty. If the decision is upheld, the appeal should be forwarded to the Appeals Committee at Nord University without undue delay.

Section 23-2: Appeal of an examination as a part of the required coursework

Examinations taken as part of the required coursework may be appealed pursuant to section 5-2 "Complaints against procedural errors in connection with examinations" and section 5.3 "Complaints regarding marks awarded - right to explanation" of the Act relating to universities and university colleges.

Cases where there is a suspicion of cheating or attempt to cheat shall be managed in accordance with routines determined by Nord University cf. §5-7.

Section 23-3: Appeal of rejection of an application for evaluation, and rejection of a doctoral thesis, trial lecture or public defence

Rejection of an application for evaluation of a doctoral thesis and a decision of non-approval of a doctoral thesis, trial lecture or public defence may be appealed pursuant to §§28 and following of the Public Administration Act.

Any appeal should be sent, with a statement of the grounds for appeal, to the faculty. The faculty may overturn or change a decision. In cases where the report of the committee forms the basis of the decision that is being appealed, the faculty must first present the appeal to the evaluation committee. If the faculty decides to reject the appeal, the appeal shall be forwarded to the Appeals Committee at Nord University. The Appeals Committee may try all aspects of the appealed decision.

If the faculty or the Appeals Committee finds grounds for this, individual experts or a committee may be appointed to conduct an assessment of the evaluation that was carried out and the criteria on which the evaluation was based, or to conduct a new or supplementary expert evaluation.

Section 24 Joint degrees and cotutelle (joint supervision) agreements

Section 24-1 Joint degrees and cotutelle (joint supervision) agreements

The institution may enter into an agreement with one or more Norwegian or foreign institutions to cooperate on joint degrees or cotutelle agreements.

With regard to cooperation on joint degrees and cotutelle agreements, an exception may be made to the other provisions in these regulations if it is necessary due to the regulations of the cooperating institution. Such exceptions, both individually and as a whole, must be clearly justifiable.

Section 24-2 Joint degrees

The term “joint degree” is defined as a collaboration between two or more institutions in which the cooperating institutions as a group are responsible for admission, academic supervision, the conferral of the degree and other elements as described in these recommended guidelines. The collaboration is normally organised in the form of a consortium and is regulated by a contract between the consortium members. For a completed joint degree, a joint diploma is issued in the form of: a) a diploma issued by the consortium members as a group, b) a diploma issued by each of the consortium members, or a combination of a) and b) cf. the Norwegian Association of Higher Education Institutions ‘ Handbook for joint degree cooperation at doctoral level.

An agreement to issue a joint degree is normally only entered into if there already exists an established, stable academic collaboration between the institution and at least one of the other consortium members. The board is responsible for establishing detailed guidelines for cooperation on a joint degree, including templates for cooperation agreements, c.f. first paragraph.

Section 24-3 Cotutelle agreements

The term “cotutelle agreement” is defined as the joint academic supervision of PhD candidates and cooperation on doctoral training for PhD candidates. A cotutelle agreement must be entered into for each candidate and should be based on stable, academic institutional cooperation.

Section 24-4 Requirements related to joint degrees and cotutelle agreements

Admission requirements, the requirement that the doctoral thesis must be made available to the public, and the requirement that the public defence must be evaluated by an impartial committee cannot be waived.

Section 25 Entry into force

The regulations relating to the doctor of philosophy degree (PhD) at Nord University enter into force on the 6th of January 2016. Simultaneously, Regulations for doctoral degrees at University of Nordland adopted on the 20th of June 2012 and revised on the 18th of June 2014 are repealed.