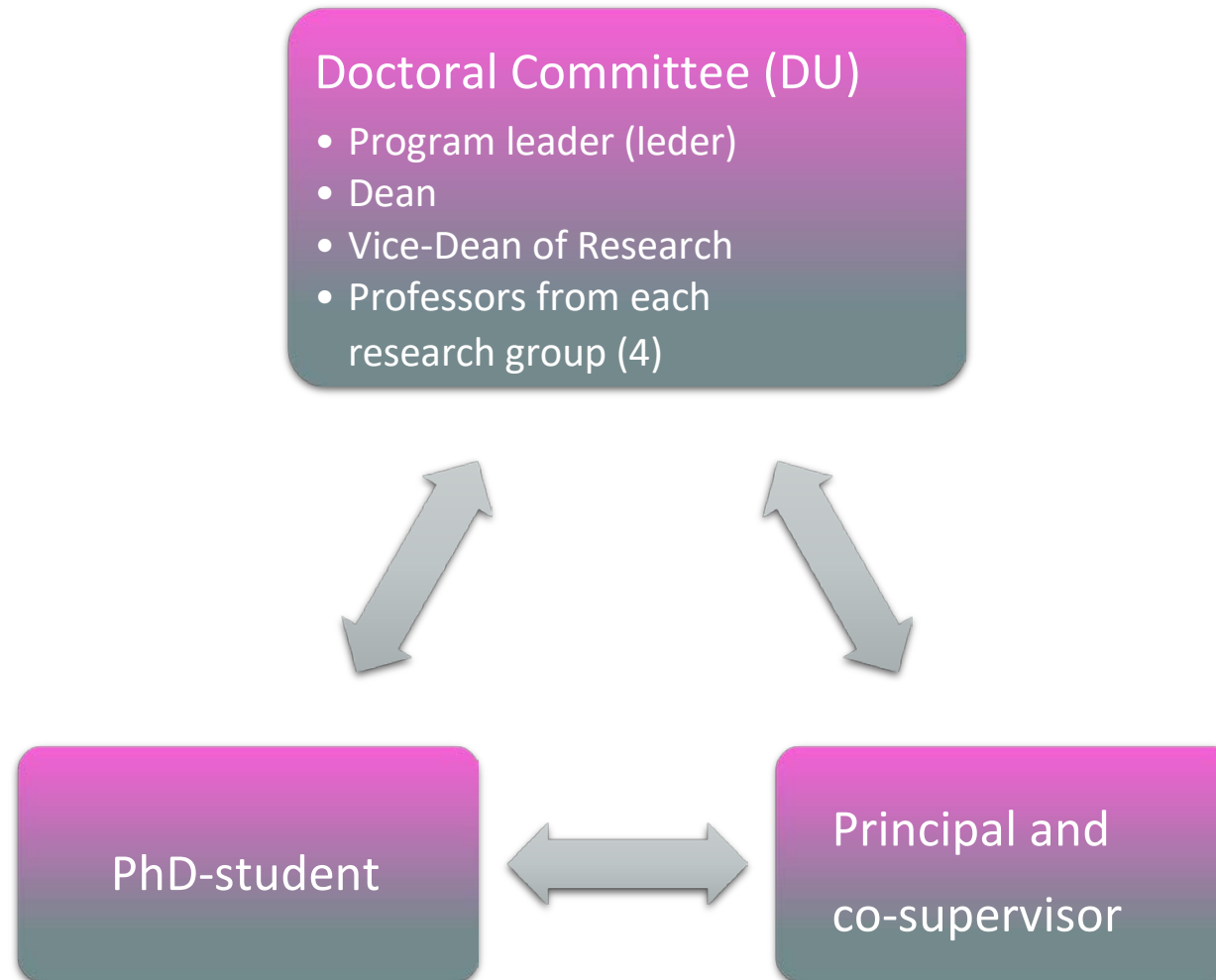


Roles in relation to the PhD program in sociology



PhD Student's Role

- The PhD student shall familiarize themselves with the Nord's PhD regulations, FSV's supplementary guidelines for PhD education, doctoral agreement and "Ph.d. handbook".
- The PhD student shall follow the ethical standard for research as it applies to social science, including the obligation to inform NSD or REK.
- The PhD student shall complete their doctoral work in accordance to the given standards and within the given timeframe.
- The PhD student shall ensure that they have a valid right to study and apply for extension or leave when needed. An application for extension will be made in the annual progress report.
- The PhD student shall, with their supervisor, design a schedule for regular supervision and be prepared for agreed guidance.
- The PhD student shall seek ongoing advice from supervisors on academic matters related to the research project and the thesis work..
- The PhD student shall keep the supervisor informed about the progress, and report on all matters that may cause a delay.
- The PhD student shall prepare a yearly progress report and deliver it to the PhD coordinator.
- The PhD student shall complete commencement, midway, and final seminars.
- The PhD student shall report as early as possible about cooperation problems, conflict, disagreement, or desire to change the supervisor to the program coordinator, the PhD coordinator or to the Dean.
- The PhD student is encouraged to partake in a dialogue meeting with the program coordinator (appx. 2 times per semester)

Research Fellow's Role

(Role as an employee)

- Research fellows shall familiarize themselves with the routines and guidelines for the employment
- Research fellows shall comply with the residence obligation
- Research fellows shall comply with applicable laws and regulations regarding vacation leave, and in agreement with the supervisor
- Research fellows shall register vacations and absences in ESS
- Research fellows shall report sick leave to the PhD coordinator, but must themselves reschedule agreements due to sick leave absence
- Research fellows shall, if necessary, apply for leave or extensions of the employment relationship
- Research fellows shall prioritize funding to account for the entire period. Fellows are encouraged to seek external funding when needed.

Main Supervisor's Role

- Main supervisors shall preferably be permanently employed with FSV
- Main supervisors shall familiarize themselves with the routines for the PhD program at FSV, including Nord's PhD regulations, supplementary guidelines for the PhD. in sociology at FSV, supervisor contract agreement, and "PhD handbook"
- Main supervisors shall establish a timetable for regular contact with the PhD student
- Main supervisors shall discuss the use of annuity funds in the fellowship period for the PhD student (applies to PhD students at FSV)
- Main supervisors shall provide feedback on submitted drafts within a reasonable time
- Main supervisors shall keep informed of the progress of the candidate, and follow up on issues that may lead to delay
- Main supervisors shall introduce the candidate to the relevant academic environment, also internationally
- Main supervisors shall introduce the candidate to their own research group and other relevant research groups at FSV
- Main supervisors shall complete commencement, midway, and final seminars together with the PhD student, co-supervisor, and PhD coordinator
- Main supervisors shall write yearly supervisor reports on the candidates progress and send it to the PhD coordinator
- Main supervisors shall report concerns about the student's progress or the supervisor relationship to the DU / Dean / PhD Coordinator
- Main supervisors shall report to the Dean on their own absences which may interfere with supervision duties

Co-Supervisor's Role

- Co-supervisors shall be a professional support for the PhD student and the principal supervisor
- Co-supervisors shall be paid for approx. one week's work over three years. The division of labor between the principal and co-supervisor is clarified jointly with the PhD student.
- Co-supervisors shall, as with the main supervisor, introduce the candidate to the relevant academic environment, also internationally
- Co-supervisors should participate in the midway and final seminars
- Co-supervisors shall read and comment on drafts of text, preferably in the final phase
- Co-supervisors should report any concerns regarding the student's progress or supervisor relationship with the principal supervisor / DU / dean / or PhD coordinator

Program Leader's Role

- Program leader's have the academic responsibility for the doctoral program in collaboration with DU.
- Program leader's have the responsibility for the day-to-day management of education. Det vil si å:
 - Conduct dialogue meetings with the PhD students
 - Prepare lectures and seminars for PhD students
 - Plan PhD courses in cooperation with the DU and ensure they are evaluated
 - Contribute to the student progress through doctoral education, together with supervisors and the DU
 - Arrange guidance forums for PhD supervisors
 - Create annual PhD reports together with the PhD coordinator
 - General reporting
 - Carry out an introductory discussion with the research fellow and their supervisor, including an overview of relevant roles between parties

Administrative PhD Coordinators Role

- The PhD coordinator shall receive applications from PhD students, including applications for admission, approval of the training component, and applications for assessment of the dissertation
- The PhD coordinator shall be responsible for safeguarding all documentation concerning the PhD students
- The PhD coordinator shall serve as the secretary for the for DU and follow-up with decisions of the committee
- The PhD coordinator shall administer PhD courses developed by the faculty

Doctoral Committee's Role

- DU is the nominating and advisory body for the dean in cases concerning the operation of the doctoral program
- DU is responsible for the admission of students, appointment of principal and co-supervisors, approval of the training component, and providing the dean a proposal for the assessment committee.
- DU is responsible for approving PhD courses arranged by the faculty.
- DU is empowered to grant or revoke students admission to the PhD programme.
- DU is normally convened the last Thursday of the month.
- DU may, upon application, approve the PhD courses given by other faculties/institutions.
- A list of records and minutes must be available from the DU meetings.

Dean's Role

- The dean appoints research committee, doctoral committee, and program coordinator for PhD program in sociology
- The dean holds the formal employer responsibilities for supervisors and research fellows, and makes all decisions regarding employment. The faculty director is delegated responsibility for office and system access to employee scholars.
- The dean evaluates whether the PhD research fellow has fulfilled their duties during the probationary period (within three months after the appointment date).
- The dean must ensure that an annual employee interview is conducted with the fellow, though the implementation may be delegated.
- The dean must ensure that there are routines and rules for the PhD program, including:
 - Procedures for receiving and processing of messages of concern.
 - Procedures for following up the PhD student whose main supervisor is on long-term sick leave.
- The dean must arrange for supervisors to further develop their guidance competence.
- The dean shall appoint an evaluation committee in accordance with advice from the DU, approve the committee's recommendation, and submit an application of conferral to the University Board.