



Guidelines for internationalisation – PhD in Science of Professions

In a globalised world, the international dimension is crucial. Internationalisation in the form of publishing and communicating in English, international candidates, programme mobility and staff who contribute to the programme, help strengthen the international dimension of the PhD in Science of Professions.

These guidelines address three different topics:

- International candidates.
- Programme mobility.
- Staff who contribute to the programme.

International candidates

To make provisions for international candidates with a non-Scandinavian language background, the programme provides the following types of facilitation:

- All courses and seminars that include participants with a non-Scandinavian background will use English as their language of instruction.
- All necessary information shall be available in English. This includes:
 - The general programme description.
 - Course descriptions.
 - Manual(s), procedures and forms/templates.
 - General information (incl. emails) to the research fellows.

Programme mobility

- In consultation with their supervisor, all candidates must draw up a plan for internationalisation as part of their course of study. This could include the following internationalisation measures:
 - Preferably a stay at a relevant institution abroad for a period of minimum 3 months. Several shorter stays can be considered as an alternative if this is appropriate with regard to the candidate's family situation and the nature of the project.
 - Attendance at and presentation of papers, posters or similar at international seminars and conferences.
 - Participation in international networks.

- The programme shall provide:
 - Information on opportunities for internationalisation in the programme. This includes expectations regarding internationalisation activities, information about relevant institutions, as well as about funding and administrative arrangements for internationalisation.
 - Assurance that supervisors are aware of their responsibility: *'The supervisor should introduce you to relevant research communities outside the faculty, also internationally, at an early stage of your research programme period, so that you can start planning for a potential study period abroad.'* (ref. [PhD Handbook](#), p. 10).
 - An administrative staff member who is knowledgeable about student mobility in terms of:
 - ✦ Recognition of courses (taken abroad) at Nord University; ensure available communication in English.
 - ✦ Funding opportunities (funding sources, application processes); ensure available communication in English.
 - Information about internationalisation on our website. This includes:
 - ✦ Sources of funding for mobility measures.
 - ✦ A mobility checklist as a tool for the individual research fellow.
 - ✦ FAQs on mobility.
 - ✦ Sharing of experiences (website/blog etc.) where candidates can read about:
 - The experiences of previous candidates (interviews).
 - Overviews of countries and institutions where candidates have spent their exchange period.

Staff who contribute to the programme

All staff members who contribute to the programme are expected to:

- Have an international profile, in the form of published articles in international journals, attendance at international seminars and conferences, and participation in international networks.

Supervisors are expected to:

- Draw up a plan for the candidate's internationalisation efforts in consultation with the candidate.
- Invite the candidate into their own international networks, in cases where this is relevant to the candidate's research project.
- Facilitate the candidate's attendance at international seminars and conferences. The latter will often be part of the work in the research groups, meaning that the leaders of the research groups also have a responsibility for including the candidate in such processes.

Decision by the Dean 20 December 2021

In addition to the above guidelines, reference is made to the [Language policy guidelines at Nord University](#) and the [Charter and Code](#) that Nord University has signed. The Charter and Code includes recommendations on responsibilities and obligations for researchers, employers and funding parties when it comes to working conditions, development and sharing of knowledge, and career planning and mobility for researchers.