



Mandate for the Working Committee - PhD in Science of Professions

a) The Working Committee's objective

The Working Committee is responsible for the day-to-day operation of the PhD programme. The committee must ensure that the programme operates effectively.

b) Appointment and composition of the Working Committee

The academic functions are handled by the head of programme (SPA) and the assistant head of programme – one from each faculty. Administrative functions are handled by the administrative staff of the Faculty of Nursing and Health Sciences (FSH) and the Faculty of Education and Arts (FLU).

The committee normally meets every two weeks, and holds extraordinary meetings as required. Each meeting must have an agenda, and minutes must be kept.

The members of the Working Committee shall be drawn from the Doctoral Committee and include the following:

- The head of programme
- The assistant head of programme
- The administrative PhD coordinator from FLU
- The administrative PhD coordinator from FSH

The vice-dean for research from the faculty concerned act as deputy for the head of programme and the assistant head of programme, respectively. The administrative PhD coordinators have no deputy, but at least one of them must be present at the committee meetings.

c) Responsibilities delegated to the Working Committee

The Working Committee prepares matters that fall under the university's statutes, and reports to the Doctoral Committee.

The Working Committee shall:

- Process matters related to admission to the PhD programme (as decided by the dean) in accordance with the regulations and supplementary guidelines for the PhD in Science of Professions.
- Process applications for amendments to the candidate's project description in accordance with the regulations for the PhD degree. In cases where the Working Committee deems the amendments to be substantial, the case is submitted to the Doctoral Committee for deliberation.
- Decide on the appointment and replacement of supervisors in accordance with the regulations for the PhD degree.
- Ensure annual reporting of progress from PhD candidates and supervisors. If any measures are needed, the reports are passed on to the Doctoral Committee.

- Decide on approval of the training component for each candidate, including approval and recognition of ECTS earned at external institutions, in accordance with the regulations for the PhD degree, the supplementary guidelines and the programme description.
- Facilitate the midway evaluation of PhD candidates and ensure reporting to the Doctoral Committee.
- Process applications for evaluation of theses in accordance with the regulations for the PhD degree.
- Process matters related to the appointment of an evaluation committee based on recommendations from the academic community and in accordance with the regulations for the PhD degree.
- Process matters related to approval of a thesis for public defence once a positive recommendation has been received from the evaluation committee, in accordance with the regulations for the PhD degree.
- In case of rejection/recommendation for minor revisions of the thesis from the expert committee, initiate measures in accordance with applicable procedures and the regulations for the PhD degree.
- Process matters related to renewed submission of a thesis after a rejection, in accordance with applicable procedures and the regulations for the PhD degree.
- Draw up a plan for PhD training courses and publish it well ahead of the semester in question.
- Process appeals pertaining to admission, examinations, the training component, evaluation, the doctoral examination etc. in accordance with the regulations.
- Assist the dean in matters related to research ethics.
- Report the committee's activities to the Doctoral Committee.