



PhD candidates' responsibilities, duties and rights – PhD in Science of Professions

Approved by the deans at the Faculty of Education and Arts (FLU) and the Faculty of Nursing and Health Sciences (FSH) on 26 January 2022.

This document provides an overview of candidates' responsibilities, duties and rights and is aligned with the [PhD regulations of Nord University, including Supplementary Guidelines for PhD in Science of Professions](#).

General duties and rights:

1. PhD candidates have a duty to familiarise themselves with the content of the [supplementary guidelines for the PhD in Science of Professions at FLU and FSH](#), the [programme description](#) for the PhD in Science of Professions, as well as other information on the [programme's website](#).
2. Candidates must be aware of and comply with the deadlines in the PhD programme. [See the programme description](#) and [Regulations with supplementary guidelines](#).
3. Candidates must participate in PhD programme activities arranged by the university and the faculty, follow the curriculum, and make an active contribution to their research group.
4. Written work that is submitted for comment or assessment must be delivered within the agreed deadlines.
5. Candidates must carry out their research efficiently and to a high standard within the given timeframe.
6. Candidates have a duty to contribute to a positive learning environment, both in the physical environment and via digital platforms.
7. Candidates have the right to supervision and to be informed of the supervisor's principles for supervision. See the [supervisor's responsibilities and tasks](#).
8. Candidates have the right to join a research group. See [the research groups affiliated with the programme and candidates](#).

Admission and use of operating funds

1. Prior to admission, candidates must have funding in place for the entire study period.
2. Candidates must apply for admission to the programme within three months after starting their PhD research project. Nord University's [application form](#) is to be used for this. Nord University's [regulations for PhD programmes](#) §6-2, stipulate which documents are to be included with the application. The application and any attachments must be emailed to the Working Committee for the PhD in Science of Professions at postmottak@nord.no. Appointment as a research fellow is subject to admission to the PhD programme.

3. Candidates must prepare a project description in line with Nord University's regulations and supplementary guidelines for the PhD in Science of Professions, in accordance with the [guidelines for project descriptions](#).
4. As the programme progresses, candidates shall discuss the prioritisation of activities with their main supervisor at Nord University and, where relevant, representatives from the institution that is funding the candidate's position.
5. Candidates who receive operating funds from Nord University must familiarise themselves with and comply with the faculties' regulations for use of these.
6. Candidates who receive external funding must follow external institutions' regulations for operating funds and the financing of activities, where these exist.

Training component

1. On commencing the programme, candidates must devise a plan for the training component, in line with the programme description. Candidates are advised to complete the training component in the first half of the study period. The training plan shall be drawn up in collaboration with the main supervisor.
2. Candidates are advised to consult with their main supervisor and their administrative contact before participating in courses that are not part of the original training plan.
3. Candidates must keep proof of all courses, seminars and activities that they complete as part of the training component.

Supervision

1. When preparing the project description, candidates must consult with a permanent member of the academic staff at either FSH or FLU. Upon admission, this person can be appointed as the main supervisor.
2. The main supervisor is the candidate's primary contact on matters relating to their PhD work.
3. Candidates are responsible for establishing and maintaining regular contact with their supervisor.
4. Candidates must actively seek advice from both the main supervisor and any co-supervisors on academic matters related to their PhD work.
5. Candidates have a duty to inform the main supervisor of all matters that may have a bearing on the supervision, and to report matters that may lead to delays.
6. If problems arise in the relationship between the candidate and supervisor, see the [Procedure for change of supervisor](#).
7. Candidates have a duty to participate actively in the research group that they join, including in the group's activities, and can present their own project and research results to the group for discussion.

Research ethics

1. Candidates have an independent responsibility to ensure that the research is conducted in accordance with research ethics principles, guidelines and legislation.
2. Candidates are entitled to receive guidance on the principles and other aspects of research ethics.
3. Candidates must stay abreast of relevant events arranged by the Research Ethics Committee at Nord University.

4. Candidates must ensure that research data are stored securely and systematically in line with Nord University's guidelines and in a format that enables all authorised parties (e.g. the Assessment Committee and the Norwegian Data Protection Authority) to understand and assess them.
5. Candidates are responsible for reading and understanding the following:
 - a. [Guidelines for research ethics at Nord University](#)
 - b. [General guidelines for research ethics](#)
 - c. Good referencing practice, according to the reference style used
 - d. Rules for co-authorship, see [ICMJE.org/recommendations](https://www.icmje.org/recommendations)
 - e. Special regulations for research related to the Sámi:
 - i. [Sámi research and research ethics](#)
 - ii. [Ethical Guidelines for Health Research in the Sámi Population](#)
6. Candidates must report and seek acceptance for their project from [SIKT](#)
7. For projects that are subject to the Health Research Act, the supervisor is responsible for applying to the Regional Committee for Medical and Health Research Ethics ([REK](#)) for approval. If the project is subject to notification under the Animal Welfare Act, it must be reported to the [Norwegian Food Safety Authority](#).
8. If the faculty has its own rules for registering research projects, these must be followed.

Annual progress reports

1. Candidates must submit an annual report to the Working Committee on the progress of their PhD project. The report shall be based on the candidate's plan for the PhD programme and provide information on any deviations from the plan and any factors that are affecting academic progress. The supervisor will submit a separate report on the candidate's progress.

Research output

1. Candidates must hold a number of presentations during the PhD programme. These can take the form of internal and external presentations or lectures at conferences, research seminars and such like.
2. Candidates who write an article-based thesis must aim to publish in highly ranked, peer-reviewed international journals in the relevant discipline.
3. Candidates must publish their completed thesis (monograph/research summary) in Open Access - see [guiding from the University Library](#)
4. Candidates are advised to apply for funding to cover the proofreading of articles written in English.

Committee work etc.

1. Candidates are encouraged to take up positions on committees, such as the Research Committee and the Doctoral Committee.
2. Candidates elect their own employee representative. The representative is elected for a period of one year, and a deputy is also appointed. Candidates are encouraged to exercise their right to vote when electing representatives.

Internationalisation

1. PhD candidates should spend part of their study period at an education or research institution abroad. The visiting institution is to be chosen in consultation with the supervisor, and should preferably be a recognised institution that has an established collaboration with the candidate, supervisor or research community at Nord University.
2. Candidates should apply for funding for their stay abroad - see for example [Erasmus+ PhD mobility](#), [Staff Mobility, north2north - University of the Arctic](#) for possible sources of funding. Candidates with external funding may seek financial support via their respective funding agencies, or via [Outgoing exchange | Nord.no](#) – for example ERASMUS+.
3. See the [programme description](#) for the PhD in Science of Professions, as well as the [Guidelines for internationalisation](#).
4. Candidates must be able to document their internationalisation efforts, and must present their work or findings at an international seminar/conference, in consultation with the main supervisor.
5. PhD in Science of Professions arrange, in January every year, an information meeting about internationalisation.

Start-up, midway and final seminars

1. Candidates must attend a start-up seminar, hold a midway seminar and a final seminar during the course of the programme.
2. Candidates have a duty to familiarise themselves with the guidelines for start-up, midway and final seminars, and to submit documents to the Evaluation Committee within the specified deadlines. See [Guidelines for Start-up, Mid-way and Final Seminar](#)

Delays or interruptions in the PhD work

1. Candidates have a duty to follow the procedures for leave and other types of interruptions in their PhD work, see [Employee Handbook – Nord University](#) and the [Regulations concerning terms and conditions of employment for the posts of post-doctoral research fellow, research fellow, research assistant and resident](#).
2. Candidates must notify their supervisor of any sick leave or other interruptions to the PhD work.
3. Candidates must inform any external parties about conditions that may affect the collaboration and the progress of the project.
4. In the event of not completing the PhD work, see the [Regulations relating to the Degree of Philosophiae Doctor \(PhD\) at Nord University](#) (see §7).

Completion of the PhD programme

1. Candidates must apply to the Working Committee for approval of the completed training component. Candidates are responsible for ensuring that grade transcripts/confirmation of courses completed at other institutions (in Norway or abroad) are submitted to the Working Committee.
2. Candidates are responsible for applying to the faculty for their thesis to be assessed. For more information, see [the thesis submission procedure](#) and the [Regulations relating to the Degree of Philosophiae Doctor \(PhD\) at Nord University](#), for submission and application for assessment.

3. Candidates must ensure that the correct cover page template has been used for the thesis, before it is printed. Contact trykkeri@nord.no for the correct template

Infrastructure (responsibility of the faculty)

1. The faculties are responsible for all aspects of the candidate's employment rights and duties. This includes workplace, salary, holiday leave, other leave, operating funds, additional funding etc.