

Supplementary provisions for the PhD-programme i engineering science

Chapter division and sections refer to «Regulations relating to the Philosophiae Doctor (PhD) degree and Philosophiae Doctor (PhD) degree in artistic research and development at the University of Tromsø - The Arctic University of Norway (UiT)»

Supplementary provisions for the degree Ph.D. in Engineering Science at the Faculty of Engineering Science and Technology (IVT) are indicated in italics in the text boxes

Processed in the Research Committee at the IVT-faculty on July 14th 2023.

Adopted by the Faculty Board on June 22nd 2023.

Chapter I. Introductory provisions

Section 5. Responsibility for the PhD education

(5) The Programme Council shall be appointed by the Faculty Board. Members shall be researchers holding PhD degrees or equivalent expertise and PhD candidates. At least 20 % of members shall be PhD candidates. If PhD candidates are represented by a single member, PhD candidates shall be entitled to attend with one additional representative with the right to speak and make proposals.

The faculty's Research Committee acts as Program Council for PhD education in Engineering Science.

Chapter II. Admission

Section 8. Admission requirements

(4) The Faculty may establish further admission requirements, such as grade requirements.

For applicants with education from a Norwegian educational institution, the grading of the master's thesis must be C or better, and the weighted average grade during the last two years of the master's study must be at least 3.0¹.

An individual assessment can be made of the competence of applicants with a master's degree of less than 120 credits. Other education, which corresponds to missing credits in the master's degree, must be documented. The assessment is made by the PhD administration. The assessment must clearly state the level and number of credits for the various courses/activities included as part of the education.

¹ Letters are given a numerical value, from A=5 to E=1. The grade is multiplied by the associated number of study credits (stp), the results are added up and divided by the total number of study credits. Example: 45 stp with grade A, 30 stp with grade B and 45 stp with grade C gives $(45 \times 5 + 30 \times 4 + 45 \times 3)/120 = 4.00$

In cases where all or parts of the education have been approved using the grades Pass / Fail, the applicant can be admitted after individual assessment. Applicants from abroad must attach GPA (grade point average) and translation rules to the European standardized grading system to the application. Applicants with education from abroad will be approved unless significant differences can be found between the foreign education and what is our normal admission requirement (master's degree within the Norwegian system).

Applicants with a master's degree without a master's thesis are not eligible for admission to the PhD programme. As a general rule, the master's thesis should have a scope of at least 30 credits if the master's degree is 120 credits, and a master's thesis of 20 credits if the integrated master's degree is 300 credits.

(6) One admission requirement is satisfactory funding of the study programme, generally involving a salary on a par with the salary and employee allowance, infrastructure and indirect costs required for research fellowships.

For applicants financed by a private or public company, there must be a confirmation from the company on the funding and that the applicant is given the necessary time resource to complete the study. This time resource must correspond to at least 75% of full employment.

The faculty allows applications for admission to the PhD program in Engineering Science from self-financed PhD candidates. To ensure a good connection to the research environment, such applications must be sent with support from one of our institutes. The institute must have a main supervisor in place, and the project description from the applicant must be signed by the candidate, supervisors and head of department.

The faculty requires that the applicant must document that he/she has means of subsistence for the duration of the studies. In each individual case, which costs will be incurred for operating assets, infrastructure and overhead must be reviewed. Costs charged to the faculty will be invoiced to the applicant. If the relevant institute wishes to cover these costs, this must be confirmed by the head of the institute. A distribution of costs between the institute and the applicant must be regulated in a separate agreement before the applicant is admitted to the PhD study.

Section 9. The application

(2) Applicants who are not funded by UiT shall apply directly to the Faculty. The application shall be prepared using the established application form.

Applicants must attach an agreement relating to the financing of the doctorate, including residence at the university. Feel free to use the faculty's proposal template.

Applicants who do not have a place of work at the university must carry out a mid-term evaluation and trial lecture/dispute at the faculty, and, in addition, plan for at least one stay here, preferably in connection with conferences or similar.

(4) Applicants whose place of work will not be at UiT shall be affiliated with another active environment at which the project shall be conducted. The place of work shall be specified in the application. Nevertheless, the Faculty may impose requirements for stays in relevant academic environments at the Faculty for parts of the period.

See the faculty's supplementary provisions, section 9-2.

Section 10. Admission decision

(1) Decisions regarding admissions are made by the Faculty.

The Program Council at the Faculty of Engineering Science and Technology is responsible for admissions to the PhD programme.

(3) Admission to the PhD programme is a condition for appointment to the post of research fellow. A preliminary decision regarding admission may be made subject to reservations concerning the preparation/revision of the project proposal, qualification plan, funding, admission capacity, additional qualifications and intellectual property agreements. The applicant's qualifications shall be assessed and found to fulfil the admission criteria for preliminary admission and a minimum of one academic supervisor shall be appointed, preferably the main academic supervisor.

The Program Council gives the Appointments Committee the authority to make temporary admissions to the PhD program when appointing a research fellow.

(4) Decisions regarding admission and entering into PhD agreements shall take place no later than three months after appointment, cf. Section 1-3 (8) of the [regulations relating to the terms and conditions of appointment to academic posts](#). The PhD candidate and academic supervisors shall jointly review the project proposal and assess the need for adjustments. A complete project proposal shall be available within three months of appointment.

The applicant must submit an application for final admission to the Faculty of Engineering Science and Technology no later than two months after taking up a research fellow position. Applicants must at all times use the current template for project description with required signatures.

Section 12. Admission to individual courses at doctoral level

The admission requirements for individual courses at doctoral level shall be set out in the course description, cf. [Section 17 of the regulations concerning admission to the University of Tromsø - The Arctic University of Norway](#). If a course is subject to access restrictions, an overview of the prioritisation of applicants shall also be provided in the course description. Unless otherwise specified in the course description, student attending a research study programme may complete doctoral courses on the same terms as PhD candidates.

The study administration at IVT faculty has the day-to-day responsibility for admissions to courses at doctoral level. PhD candidates who wish to take subjects that are not included in the training component must apply for ordinary admission as an individual subject student within the applicable rules and deadlines.

Chapter III. Implementation

Section 13. Agreement period

(3) Candidates will retain admission to the programme for up to one year beyond the stipulated term, cf. [Section 47 \(2\) of the regulations for studies and examinations at the University of Tromsø - The Arctic University of Norway](#). The Faculty may also extend admission to a programme of study by application from the candidate. The Faculty may impose terms and conditions in the event of such extensions

Candidates who have not completed their education within one year beyond the standard time can apply for an extended right to study. The application must contain a justification for the delay, as well as a plan for completion. It must be signed by both the candidate and the main academic supervisor.

Section 14. Training component – purpose and content

(2) The Faculty must approve PhD-courses that have been completed at another unit or institution when such courses fulfil the academic requirements for the training component, cf. [Section 3-5 e of the University and University Colleges Act](#). An individual curriculum may be approved as an element of the training component if courses are not offered.

Applications for admission of national and international PhD subjects taken at other accredited educational institutions are addressed to the Program Council. The supervisor must confirm that the course is relevant and can be included in the individual training section. It must be clear from the documentation that the subject/course is at PhD level. A transcript of grades must be attached to the application.

(4) Applications for amendments to the approved plan for the training component shall be drawn up in consultation with the candidate's main academic supervisor and will be decided on by the Faculty.

Requirements for the training component are described in the study plan for the Ph.D. program in Engineering Science.

Applications for changes to the training component are decided by the leader of the Program Council, Vice Dean for Research.

Section 15. Academic supervision

Section 15-1 Appointment of academic supervisors

(1) Candidates must have a minimum of two academic supervisors, one of which will be appointed the main academic supervisor. The main academic supervisor should generally be employed by UiT and appointed no later than at the start of the term of the agreement.

The Program Council must ensure that the supervisory team has the necessary supervisory competence.

(2) The main academic supervisor will have the main responsibility for the candidate. If the Faculty appoints an external main academic supervisor, a co-supervisor from the Faculty must be appointed.

As a general rule, the main supervisor should be a permanent employee of the faculty, at the department where the candidate is academically affiliated.

(3) Co-supervisors are specialists who provide academic supervision and share the academic responsibility for the candidate with the main academic supervisor.

In cases where there is a co-supervisor who takes care of the daily supervision of the candidate, internally or externally, it is the main supervisor who has the overall academic responsibility. Reports and written work must be presented to all supervisors.

Section 15-2 Content of academic supervision

(1) The candidate must be in regular contact with academic supervisors.

The PhD candidate must be part of an active research environment. The PhD candidate should therefore stay at UiT for parts of the effective study period, unless very special circumstances dictate otherwise.

Section 17 Midway evaluation

(3) The semester in which the midway evaluation will take place must be stipulated in the PhD agreement and must be completed before the candidate's course of study has reached the two-year mark. The timing of this can be adjusted if the candidate studies part-time, has been on leave or in the event of other statutory interruptions. It is not possible to postpone midway evaluations for any other reasons

The faculty has its own guidelines for mid-term evaluation, see [Ph.D. at UiT Norway's Arctic University](#)

Section 18. Requirements relating to the thesis and to the artistic doctoral work

Section 18-1 Further requirements relating to the thesis

(2) The Faculty will determine which languages can be used for a thesis.

The language of preference for a PhD thesis in Engineering Science is English.

(3) The thesis must include a summary in Norwegian and English.

*The thesis must contain summaries in Norwegian and English.
Both summaries must be entered in Munin when the thesis is uploaded.*

Section 21. Voluntary termination

(2) In the event of voluntary termination due to the candidate wishing to change project or switch to a different programme, the candidate must re-apply for admission on the basis of the new project. In this context, the transition to an independent degree (dr.philos) is considered the same as voluntary termination.

The Program Council deals with cases of voluntary termination.

Chapter IV. Completion

Section 23. Submission

(2) The main academic supervisor is responsible for informing the Faculty that the PhD candidate will soon submit their doctoral work, so that the work to appoint the evaluation committee can commence.

PhD theses in Engineering Science are submitted for assessment via the submission portal Munin. The thesis must be delivered as one complete file that includes a front page designed in accordance with the template from the university.

Section 24. Appointment of the evaluation committee

(2) The faculty will appoint a specialist committee (evaluation committee) comprising at least three members to assess the doctoral work and public defense and will appoint one of the members as the chair. The composition of the committee should normally be clarified by the time the PhD candidate submits their thesis.

The Program Council appoints an assessment committee. Proposals for assessment committees from the institutes must normally be available when the thesis is submitted. The deadline for submission of the proposal is four weeks after submission of the thesis.

The department must clarify the date for the trial lecture and public defense with the head of the defense, who is normally the Vice Dean for Research, before the final date is set.

Section 26. The evaluation committee's recommendation

(3) The evaluation committee will make its recommendation to the Faculty on the basis of the doctoral work and any additional materials. The recommendation must indicate whether the work is worthy of being defended for a doctoral degree or whether it should be rejected. If the committee is divided in its recommendation, this must also be justified.

The recommendation must be available no later than 15 working days before the planned public defense.

Section 26-1 The Faculty's consideration of the recommendation

(2) If the evaluation committee's recommendation is unanimously positive, the doctoral work is worthy of being defended for the doctoral degree.

The Program Council considers the assessment committee's recommendation when:

- it is recommended that the candidate be given the opportunity make minor changes*
- the assessment committee's decision is divided*
- the committee must unanimously recommend rejection*

(6) If the evaluation committee finds it necessary to make in-depth changes with regard to the theory, hypothesis, materials or methodologies in order to make a recommendation with regard to the public defense, the committee must recommend that the doctoral work be rejected. If the committee unanimously recommends rejection and the Faculty assumes this recommendation as the basis for its consideration, the Faculty must make its decision accordingly.

When the Research Committee makes a decision to reject a thesis, the faculty must follow up and extend the candidate's right to study if the latter wishes to continue the work.

Section 27. Trial lecture for the PhD degree

(1) The PhD candidate must complete a trial lecture. The lecture constitutes an independent part of the doctoral examination for the PhD degree and must be on a given topic. The purpose of the trial lecture is

to test the candidate's ability to acquire knowledge beyond the topic of the thesis and their ability to disseminate such knowledge. The title of the trial lecture will be determined by the evaluation committee.

The assessment committee must notify the title of the trial lecture to the faculty administration, at the same time as the completed evaluation report.

The trial lecture lasts approx. 45 minutes.

The trial lecture will by default be streamed. The candidate can however request that it should not be streamed.

Section 28. Defense of the doctoral work (public defense)

(5) The public defense will be chaired by the Dean or someone authorised by the Dean. The individual chairing the public defense will provide a brief summary of the submission and assessment of the doctoral work and, if applicable, the trial lecture. The PhD candidate will subsequently provide an account of the aim and results of the doctoral work. The first opponent will begin the discussion and the public defense will be concluded by the second opponent. The Faculty may determine a different sequence and distribution of duties between the opponents and between the candidate and the first opponent.

The doctoral candidate's presentation should not last more than 45 minutes and the discussions of the thesis should not last more than 2 hours.

Copies of the thesis must be available where the public defense takes place.

The disputation will by default be streamed. The candidate can however request that it should not be streamed.

Chapter VII. Entry into force

Section 35. Entry into force

(2) Anyone who, at the time of these regulations entering into force, is admitted to a PhD programme at UiT pursuant to the regulations of 25 October 2012, no. 1150 on the philosophiae doctor (PhD) degree at the University of Tromsø - Arctic University of Norway (UiT), shall retain the rights set out in the regulations of 25 October 2012, no. 1150 if this is in their favour.

The supplementary provisions for the PhD program in Engineering Science come into force from August 1st 2023.