





Checklist for PhD supervisors and candidates

This checklist can be used to give new PhD candidates the information they need and can also provide support for the supervisor and candidate during the process up to completion of the PhD degree. The supervisor delegates some tasks to other departmental staff members, but the supervisor should make sure that the doctoral candidate is properly informed. The list shows where the supervisor  and/or PhD candidate  should be involved in the administrative process.



Name of PhD candidate:

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Review the current edition of the "PhD Regulations" for an update on the rules and requirements for a PhD regarding quality assurance, financing, supervision and participation in a research environment. Useful information can also be found in our *PhD handbook*.  

No: http://www.umb.no/statisk/phd_studier/phdbandbok.pdf

Eng: <http://www.umb.no/statisk/phd-studier/phdbandbook.pdf>

Remember to use current versions of regulations and all forms and templates, available on the UMB PhD websites <http://www.umb.no/phd-studier/> and <http://www.umb.no/phd-studies/>.  




Admission and start-up

- If admission to the PhD studies is not already applied for or given, follow procedures described in the PhD Regulations chapter 5 using the form:





Admission given:		Start-up date:	
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http://www.umb.no/statisk/phd_studier/norskeskjema/skjemaopptak.pdf or

http://www.umb.no/statisk/phd_studies/engelskeskjema/phd_opptakskjema_eng.doc

- Inform immediate colleagues of the start date for the new PhD candidate 
- Organise a work station with access to a computer 
- For non-Norwegian speaking PhD candidates, stress the importance of learning Norwegian and inform about appropriate courses (LNG130 or LNG135) 

Introduction

- Introduce the PhD candidate to the department as a workplace (working hours, absence etc.) and safety regulations 
- Ask the PhD candidate to participate in an introduction course for UMB employees  (if necessary)
- Encourage the PhD candidate to participate in the information meeting for new PhD students (arranged by the Department of Academic Affairs every half a year)  

Contract/Agreement

- The PhD education is formalised through a contract no later than six months after admission. Use the agreement form:

http://www.umb.no/statisk/phd-studier/norskeskjema/avtale_phd.pdf

http://www.umb.no/statisk/phd-studier/engelskeskjema/phd_agreement.pdf

Contract:	
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The contract states the parties' responsibilities, rights and duties regarding financing, supervision, reports, publishing and property rights to results (Chapter 6 and 10 in the PhD regulations).

- Is there any need for a separate intellectual property rights agreement? ☺
- Teaching/required work duties: Teaching and/or required work duties and how many hours this represents should be clearly defined in the contract/agreement. The PhD candidate should keep a record of her/his hours. (Applicable to 4-year contracts only) ☺☀

The PhD programme

- Specific background topics for discussion (expectations and ambitions) should be compiled as soon as possible ☺☀
- Agree upon the responsibilities and task distribution between main supervisor/ co-supervisor(s) and PhD candidate ☺☀
- Discuss the starting point, possibilities and obstacles of the research project ☺
- Encourage the PhD candidate to apply for travel grants ☺☀

Education plan ☺☀

An *Education plan for the PhD programme at UMB* and a complete project description shall be completed and approved within **six** months after admission. The education plan shall be evaluated in the **Start-up seminar** in cooperation with all supervisors and other employees or students in the research field. Use the education plan form:

<http://www.umb.no/statisk/phd-studier/norskeskjema/skjemaudanningsplan.dot>
http://www.umb.no/statisk/phd-studier/engelskeskjema/education_plan.dot

Education plan, draft:		Start-up seminar:		Submitted plan:	
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- A course in research ethics is included in the Education plan ☀

Some general points to remember:

For more information or advice in the following matters, please refer to the PhD handbook or contact the Student Information Centre (SIT)

- What identity (ID) card/library card should you get? Employee or student? ☀
- Information on databases (EndNote/Reference manager, Forskdok, storage of raw data at UMB (your R-region)) ☀☺
- Should you pay semester registration fee? ☀
- Course and exam registration and use of the StudentWeb ☀

During the PhD studies

- The *Progress Report for PhD Students at UMB* is to be handed in 6 months after the acceptance of the Education plan and thereafter once a year. ☺☀
<http://www.umb.no/statisk/phd-studier/norskeskjema/skjemaframdriftsrapport.dot>
http://www.umb.no/statisk/phd-studier/engelskeskjema/progress_report.dot

Plan approved	Progress report 6 months	2 nd year	3 rd year	4 th year

Mid-way seminar ☺☀

Handling conflicts ☺ - Mutual communication ☀

☺ - Solve problems at the lowest possible level ☀

☺ - Be proactive rather than reactive ☀

In case of changes in contract, education plan or if any leave of absence

Revision of the Education plan ☺☀

Changes of the PhD programme's contract period

(http://www.umb.no/statisk/phd_studies/engelskeskjema/phd_endringavtaleperiode_eng.doc)

(<http://www.umb.no/statisk/phd-studier/norskeskjema/skjemaendringavtaleper.pdf>) ☺☀

(Due to parental leave, long-term illness, work on another project etc.)

The last phase of the PhD studies

Final seminar (a trial public defence of the thesis) ☺☀

Life after completing the PhD degree:

Discuss with the PhD candidate possibilities inside and outside the university ☺

Make sure that all formalities are fulfilled ☺☀

- *Have any changes been made in the education plan during the completion of the PhD programme?*

An application for the approval of the revised plan must have been submitted ☺☀

- *Have any contractual obligations been changed (e.g., change of supervisor)?*

The contract/agreement must be renewed ☺☀

- *Has the organised academic training been successfully completed?*

Hand in external course certificates, and make sure that all external courses are properly registered by the department ☀

- *Have all of the compulsory seminars been held?*

At least 2 months before thesis submission:

Check out the PhD handbook and review the current edition of the "[PhD Regulations](#)" and agree on how the tasks will be divided ☺☀

Send a proposal for an evaluation committee to the department. Refer to the PhD handbook for the required content of the proposal ☺

Thesis submission:

5 copies of the PhD thesis (in simple print and binding) are handed in to the department ☀

- 3 copies are sent to the evaluation committee (by administrative staff at the department)

- 2 copies are submitted to the Department of Academic Affairs (by candidate or adm.staff at dept)

After the thesis has been approved

Make sure the PhD candidate has received the thesis evaluation ☺

Complete the "[Press release form](#)". Submit the completed form and a photo of the candidate to the Department of Communication (redaksjonen@umb.no) ☺☀

Before the public defense (disputation)

- Prepare the PhD candidate for possible questions ☺☀
- Make sure that the chairperson of the public defence is provided with all necessary data on the PhD candidates's previous education, admission date, education plan, etc. ☺

Further information

- The UMB homepage for PhD studies (Go to the window Choose unit – Scroll to Studies – and choose PhD studies) (<http://www.umb.no/phd-studier/>) (<http://www.umb.no/phd-studies/>)
- The PhD handbook No: http://www.umb.no/statisk/phd_studier/phdbandbok.pdf
Eng: <http://www.umb.no/statisk/phd-studier/phdbandbook.pdf>
- The Employee handbook (<http://www.umb.no/personalhandbok/>) (Norwegian)
- Information to new employees: [Employee Handbook and HSE Manual](#)

APPENDIX TO THE INTRODUCTION

Administration ☺

- Key, access card (can be the same as student/employee card)
- Parking decals
- Post, box postal routines
- Photocopying, instructions, access codes
- Printers/Fax
- Meetings within the group/section/department
- Who is responsible for what in the section/at the department
- Outline the place of the research group/section/department in the organisation
- The departmental library and how to borrow books, carry out literature searches, order articles
- The department's website and internal websites
- Computer programs used
- Program licences and anti-virus programs
- Trips and travel expense claims
- Routines for ordering and buying supplies

Safety regulations

- Safety rules
- Show the PhD candidate the location of fire extinguishers, fire alarms, emergency exits, the emergency telephone number to call when there is a problem. Introduce the safety officer.

Employment/funding

- Working hours/attendance at the workplace
- Holidays
- Leave of absence
- Notification of illness
- Insurance
- Setting salary levels, salary increases