



NICE TO KNOW FOR PHD SUPERVISORS AND THEIR STUDENTS

The Department of Academic Affairs

Vilma Bischof

Cecilie Mathiesen

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TODAYS THEMES

Background for the info-meeting

- Project: “Better routines for the PhD-education”
- The need for better information

Framework for efficient & high quality PhD education

- The PhD-regulations – highlights
- Questions and answers

Tools for a well organised PhD period

- The importance of use of the Web
- The PhD-handbook
- Checklist for PhD-supervisors?
- Questions and answers

Advice for a better PhD period

- From the supervisors perspective
- From the students perspective
- Questions and answers

Summary

- Whom to contact about practical questions
- Questions and answers



Framework for an efficient and high quality PhD education

Adviser Kari Elise Moxnes



Department of Academic Affairs

Responsible for:

- Rules, regulations, administrative forms and guidelines for all studies at UMB
- PhD administration at "top level"
- UMBs PhD website
- Various IT-based systems
 - **FS** (UMBs student database) Includes data on all PhD students
 - **StudentWeb**
 - **ClassFronter** (electronic classrooms)

Department of Academic Affairs

Persons who deals with PhD students / PhD matters

- **Vilma Bischof**
PhD student contact at the Student Information Centre (SIT)
Visas, residence permits, semester and course registration, all kinds of practical questions on how to carry through PhD studies at UMB
 - **Kari Moxnes** *Project: Better routines for PhD administration*
Rules and regulations, PhD Handbook, Forms, PhD-websites, FODOS contact person, PhD diplomas
 - **Cecilie Mathiesen**
Revision of the PhD Regulations, PhD Handbook, Forms, PhD-websites
- SIT:** Quota scholarships, Exchange programs; NOVA, [NORDPLUS](#), Erasmus
- Thorbjørn Gilberg HEC scholarship

Department of Plant and Environmental Sciences

Administrative PhD Contact Persons:

- Asbjørg Brean, Marit Kohman and Merethe Iversen

UMB Project 2008-2009: Better routines for PhD administration

Why was improvement of PhD administration necessary?

HELP – I'm a PhD Student... Supervisor... Administrator...

At UMB and/or a RESEARCH INSTITUTION

- **Confusion, and need for information on what to do, when, and how?**

QUESTIONS ON:

Admission, registration, agreement, education plan, evaluation committee

- **UMB lacked knowledge on the number and status of the PhD students, caused by incomplete registration in our student data base (FS)**
- **UMB was sometimes reporting insufficient or incorrect information and statistical data - to the Ministry of Education and Research, Office of the Auditor General (Riksrevisjonen) and other instances**
- **FODOS – the PhD student interest organisation
- asked for improvement on various PhD matters**

What do we do

- **Improvement of administrative routines at all involved UMB Departments including Department of Academic Affairs**

- **Focus on information to:**

- PhD students
- PhD supervisors
- PhD administrators

At UMB and RESEARCH INSTITUTIONS

- * Brochure
- * Information meetings

THE DEPARTMENT OF ACADEMIC AFFAIRS

WELCOME TO THE INFORMATION MEETING
NICE TO KNOW FOR PHD SUPERVISORS AND THEIR STUDENTS
by Vilma Bischof, Cecilie Mathiesen and Karl Moxnes

PROGRAM

Background for the info-meeting

- Project: "Better routines for the PhD-education"
- The need for better information
- Focus for this meeting

Framework for efficient & high quality PhD-education

- The PhD-regulations – highlights
- Questions and answers

Tools for an easier PhD-period

- The importance of use of the Web
- The PhD-handbook
- Checklist for PhD-supervisors?
- Questions and answers

Advices for a better PhD-period

- From the supervisors perspective
- From the students perspective
- Questions and answers

Whom to contact about practical questions

- The Department
- The Department of Academic Affairs
- The Students Information Centre (SIT)
- Questions and answers

TIME AND PLACE

- IKBM / Nofima mat
9 October 2008
09.00-10.30
Place: The IKBM library
- INA / Skog og Landskap
20 October 2008
13.00-14.30
Place: The SKP auditorium
- IPM / Bioforsk
21 October 2008
10.00-11.30
Place: J106

www.umb.no

- **Established a Forum for PhD contact persons at UMB**
 - Implementation of new routines, discussions, sharing experiences and knowledge

Joined by contact persons from NOFIMA, Skog og landskap, Bioforsk?

- **Revising PhD regulations, PhD Handbook, Forms and PhD website at www.umb.no**

Research fellow and/or PhD student

- Most PhD students at UMB are employed as research fellows by UMB or external institutions
- UMB also has PhD students with other funding than through a PhD position
- If you are employed as a research fellow, you thus have a dual relationship:
 1. As an **employee** at UMB (or other employer)
 2. As a **student** at UMB

Both of these relationships imply obligations and rights, agreements and reporting routines

The obligations and rights as a UMB student are the same for all PhD students at UMB, regardless of funding source and employment conditions

The PhD Regulations and Handbook deals with the rules and routines related to your student relationship with UMB during your PhD programme

Regulations for the Degree Philosophiae Doctor at UMB with supplementary provisions

Established by the University Board (7 December 2006)

Being revised this autumn

Chapter 4. Content of a PhD study

- Complete an **independent** research task in **active cooperation** with supervisors (and other researchers)
- Approved organised academic training
- Participation in active research groups, with national and international activity
- Participate in seminars with presentations
- Writing a PhD thesis of the research work

The PhD Regulations

§5. Admission requirements:

- Applicants to a PhD programme must have a relevant master's degree or equivalent education that is approved by UMB as valid basis for admission
- The applicant's average grade from master's or equivalent education should be in the top half of the group of students within the scientific discipline in question
- Applications for admission to a PhD programme must include:
 - Documentation of fulfilled admission requirements
 - Project description (summary)
 - Proposed supervisor(s) - minimum 2 supervisors
 - Funding plan
 - Copy right agreement
 - Intellectual property rights (IPR) agreements
- Students can be continuously admitted to doctoral studies throughout the year. The relevant department is the admission authority.
- Applications must be made on the available [application forms](#), and submitted to the relevant department (**within 2 months after start-up**).

The PhD Regulations

§ 5-5 Education plan:

Within six months after admission to the PhD studies, make A plan for the PhD programme and a complete project description

The **Education plan** shall be completed in cooperation with the main supervisor, and shall specify:

- Description of the research project
 - **Work schedule for the research tasks**
 - Work schedule for course work
(30-70 study points at 300 or 400 level)
 - Funding plan
 - An account of necessary infrastructure
 - Planned study/research abroad
 - Knowledge dissemination plan
 - **Plan for publications**
 - Information about any intellectual property rights agreements (IPR's) in order to protect other's rights
-
- The Education plan must be approved by the UMB Department (FU/FUU)

The PhD Regulations

§ 6 Agreement on admission to the PhD programme:

As soon as possible after admission:

§ 6-1 Admission to a PhD programme is formalised in a written agreement between the PhD student, the supervisor(s) and the department at which the student has been admitted.

External bodies should also be parties to this agreement.

If the PhD student is to be associated with another employer (than UMB), an agreement must also be made which regulates working conditions, including how much time is to be used for the PhD project, the use of materials and access to scientific equipment

Ad. 6-1 If there are substantial changes to the agreement during the time of study, a new agreement must be drawn up.

All involved parties – rights and duties

The PhD Regulations

§ 7 The PhD programme:

- Prescribed duration of 3 years of full-time study.
- Maximum time of study for the PhD degree is 8 years from the admission date to thesis submission.

Any leaves of absence, lengthy periods of illness, work duties and approved part-time study are not to be included in the 8-year period.

If the maximum time of study is exceeded, the candidate is not permitted to defend his/her thesis.

- Organised academic training shall be completed and approved before the PhD thesis can be submitted.
- Applications for changes of the approved academic training plan shall be prepared in agreement with the main supervisor, and submitted to the department (FU/FUU) for approval.

The PhD Regulations - Chapter 11 Quality system

Seminars and Progress reports

Seminars

The student are to hold at least 3 seminars during the PhD study

- **One start seminar**
- **One mid-way seminar**
- **One seminar towards the end**

Progress Reports

To enable the detection of f.ex. a lack of progression in the student's thesis work or inadequate supervision, a progress report shall be submitted to the UMB department once a year

The department is responsible for follow-up routines if shortcomings are detected

The PhD Regulations

§ 8 The doctoral thesis:

Thesis requirements

- The PhD thesis is to be independent scientific research at an international standard.
- The thesis can consist of a number of smaller publications. The candidate's contributions to joint publications can be approved as part of the thesis.
- In cases where the PhD student has co-authored articles, the PhD student's contribution shall be specified upon submission of the thesis. **All co-authors shall hand in a signed statement describing their own contribution.**
- Norwegian University of Life Sciences shall be listed as **(one of) the address(-es)** in articles and other publications included in the PhD work
- The thesis **shall normally** be written in **English**.

The PhD Regulations

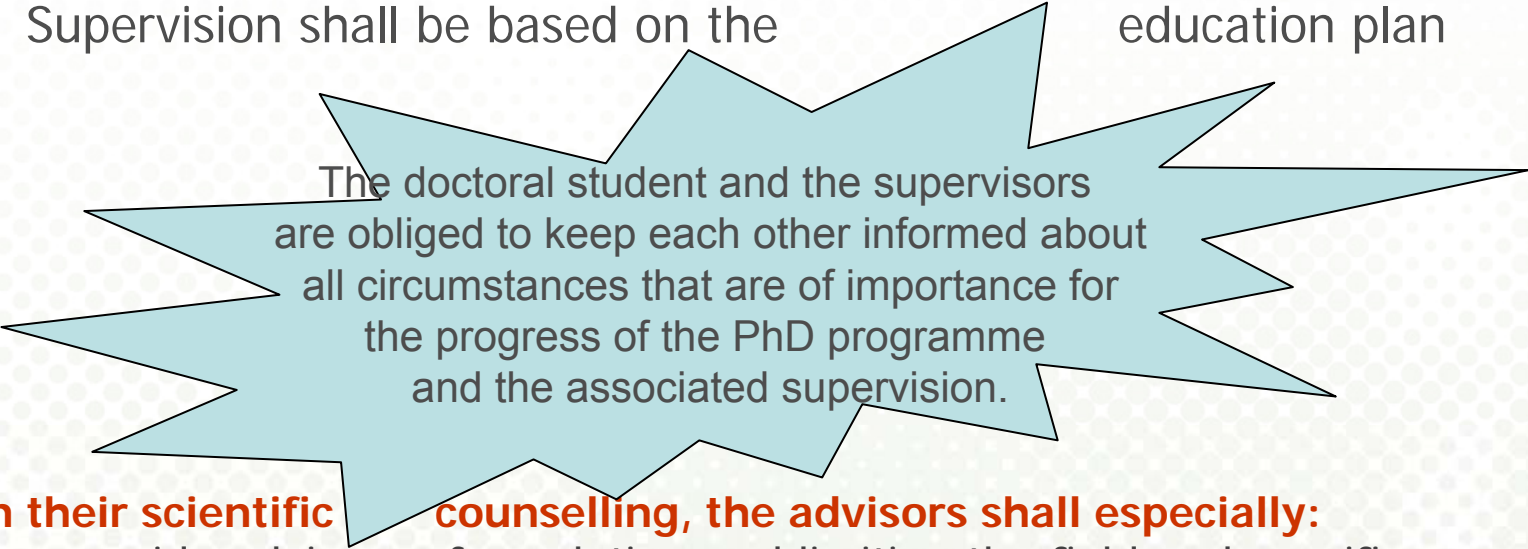
§ 10. Supervision

- The doctoral work shall be performed under individual supervision
- The supervisor group shall consist of at least two researchers. At least 2 of the supervisors shall be employed at UMB
- The student shall have regular meetings with their supervisors and be part of an active research environment.
- The supervision shall be 100 hours per year, at a total of 300
- The department shall provide new supervisors in the case of sickness or leave of absence over longer periods

Agreement for Admission to the PhD Programme at UMB

5. Supervision:

Supervision shall be based on the education plan



The doctoral student and the supervisors are obliged to keep each other informed about all circumstances that are of importance for the progress of the PhD programme and the associated supervision.

In their scientific counselling, the advisors shall especially:

- provide advice on formulating and limiting the field and specific topic of the thesis
- discuss and evaluate hypotheses and methods
- help the student to become acquainted with the scientific literature and data material (library, archives, etc.)
- discuss results and their interpretation

Agreement for Admission to the PhD Programme at UMB

5. Supervision:

...**In their scientific counselling, the advisors shall especially:**

- discuss the design and implementation of the thesis paper/dissertation (outline, language style, documentation, etc.)
- keep themselves updated on the doctoral student's progress, and assess the progress in relation to the student's work schedule
- help the doctoral student to make contacts with relevant scientific environments
- provide advice on matters of research ethics related to the student's thesis work

Agreement for Admission to the PhD Programme at UMB

5. Supervision – request for changes:

- If a supervisor finds that the doctoral student is not sufficiently complying with his/her contractual obligations, or that supervision is problematic, the supervisor can on the basis of these circumstances ask to be freed from his/her duties as supervisor.
- Accordingly, the doctoral student can request the appointment of a new supervisor if he/she is dissatisfied with the provided supervision or if supervision is problematic.
- In case of disagreement between the supervisor(s) and the doctoral student, the party requesting to be freed from the supervision agreement must notify the other party beforehand.
- A request to be freed from the student-advisor relationship must be submitted to the relevant department, and a copy sent to the other involved party.

The PhD Regulations

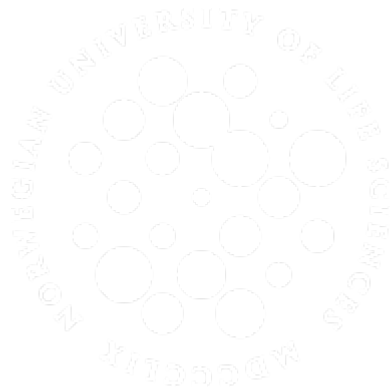
To sum up:

- The PhD regulations are to ensure that:
 - The students meet a well prepared University with a quality assurance system in place
 - The students get sufficient supervision and funding
 - UMB's level of quality is the same as other universities in Norway and abroad

Questions?



Adviser Cecilie Mathiesen



Tools for a well organised PhD period

- The importance of use of the Web;
 - Updated electronic versions of forms/templates
- What the Department of Academic Affairs offers
- The PhD handbook
- Checklist for PhD supervisors?
- Questions and answers

The importance of use of the web

- Updated electronic versions of forms/templates

- You find Regulations, Handbook and Forms at

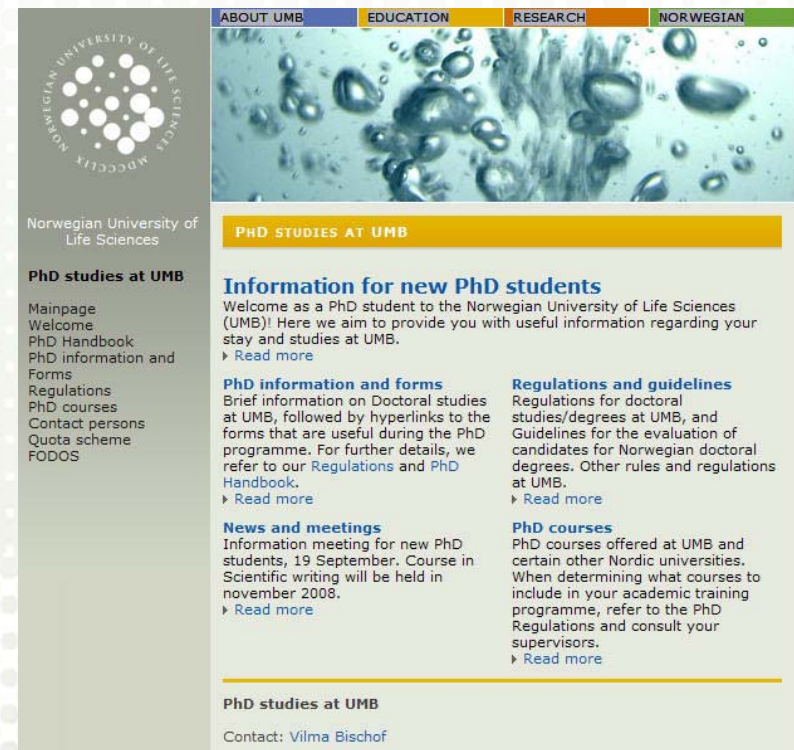
<http://www.umb.no> in eng:

Chose unit – education - PhD studies

<http://www.umb.no/?avd=64>

<http://www.umb.no> in nor:

Velg enhet – studier - PhD studier



The screenshot shows the website for the Norwegian University of Life Sciences (UMB). At the top, there is a navigation menu with tabs for 'ABOUT UMB', 'EDUCATION', 'RESEARCH', and 'NORWEGIAN'. Below the menu is a header image of water droplets. The main content area is titled 'PHD STUDIES AT UMB' and contains several sections: 'Information for new PhD students' (welcoming message and 'Read more' link), 'PhD information and forms' (brief information on doctoral studies and 'Read more' link), 'News and meetings' (information meeting for new PhD students and 'Read more' link), 'Regulations and guidelines' (regulations for doctoral studies and 'Read more' link), and 'PhD courses' (courses offered at UMB and 'Read more' link). A footer section also contains 'PhD studies at UMB' and contact information for Vilma Bischof.



Department of Academic Affairs offer

Information meetings for new PhD students
- Spring and autumn

Short courses in Scientific writing
for students currently writing manuscripts

-Autumn 2008: 4-6 November
FULL - waiting list established

- Spring 2009: xx-xx February

PhD Handbook

- A more practical guide for students, supervisors, PhD contact persons
 - A more detailed description of the routines
 - Aims to present
 - the rules and routines for admission
 - the implementation and completion of the PhD programme
- The PhD period is divided into three phases
 - Getting started
 - Making progress
 - Wrapping it up
- Currently under revision

PhD Handbook contents

1. INTRODUCTION
2. PHD PROGRAMME ADMINISTRATION:
WHO'S IN CHARGE OF WHAT?
3. CONTACT PERSONS FOR PHD PROGRAMME
4. GETTING STARTED
 - Education plan
5. MAKING PROGRESS
 - Compulsory seminars
6. WRAPPING IT UP
 - check list for the final phase

5 Making progress

5.1. Compulsory seminars

The seminars are meant to help PhD students to get a good start on their degree work, present the progress of their research and discuss any scientific and practical challenges in the project.

General guidelines for all seminars

Audience:

All supervisors, at least one supervisor must attend
The department's staff and students, other researchers
Other PhD students and their supervisors

Responsibilities:

The main supervisor: Making sure that the seminar is held and notifying the department upon completion of the seminar

The entire team of supervisors should attend the seminar, take part in the discussion

The PhD student: **Present what he/she wishes to be evaluated during the seminar**

Time to enable critical feedback and encouragement from the audience

Initial seminar

Before the seminar: Plan meeting - preliminary education plan and project description

Time and intention:

The initial seminar shall be held before 6 months after start-up

Input for the project plan and help to find relevant courses – education plan

As a participant think especially about:

- Are the issues to be studied interesting?
- Is the plan feasible?
- Are necessary resources available?
- Does anyone have further suggestions or advice?

Contents:

- 1) Presentation of the **project plan** with the goal is to get feedback on the project profile, design and carry through, and to discuss the extent and realism if the project.
- 2) To discuss what technical, academic (including visits abroad) and practical resources that is necessary to be able to carry through the project.
- 3) Presentation of the **education plan** with the goal to find relevant courses and activities to be included in the PhD student's education plan.

Checklist for PhD supervisors and PhD students?

- A support for the supervisor, used to give new PhD students the information they need.
- Provide support during the process up to completion of the PhD degree.



Agreement

- The PhD education is formalised through an Agreement no later than 2 months after Admission. Use the agreement form.

Admission:		Agreement:	
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The agreement states the parties' responsibilities, rights and duties regarding financing, supervision, reports, publishing and property rights of results (Chapter 6 in the PhD regulations).

- Is there any need for copyright agreement or intellectual property rights agreements?

The PhD programme

- Specific background topics for discussion (expectations and ambitions) should be compiled as soon as possible.
- The distribution of responsibilities and task distribution between main supervisor/co-supervisor(s) and PhD student
- Risk assessment and management of the whole PhD project
- Travel grants

Education plan

- An education plan for the PhD programme and a complete project description shall be completed and accepted 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.

Admission:		Prelim. Plan:		Start-up seminar		Plan accepted	
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ADVICE FOR A BETTER PhD PERIOD

- From the supervisor's perspective:
 - What do I expect of my students?
 - How do I advise them?

- From the student's perspective
 - Time planning and regular meetings
 - Networking

WHAT IS AN ADVISOR'S ROLE

- Guide students research
 - Discuss expectations
 - Help set priorities
 - Help establish balance between reading, writing and research
 - Regular meetings
- Get student involved in wider research community
 - Advise on central readings – journals and authors
 - Working group
 - Conferences
- Encourage progress rather than focusing on your worries



THE STUDENT'S ROLE

- Be prepared for meetings with written materials
- Expect (and ask for) written response (advisors)
- Be aware of the budget of your project and implement it in the research
- Be active in applying for travel grants etc.
- Take the initiative for your thesis to be independent scientific research
- Read, write, talk....

TIME MANAGEMENT AS A PhD STUDENT

- Two challenges
 - Unstructured time
 - Prioritizing time use
- Schedule and structure
 - Create a regular schedule
 - There are not many landmarks – make your own
 - Define smaller and larger goals and set deadlines
 - Daily, weekly, monthly – meet with another PhD student and review
 - Set up goals with your advisor – report on a regular basis
 - Keep track of where you are going and where you have been
 - Keep a journal on research activities and ideas
 - Read it periodically
 - attempt to find a pattern, repetition of things that interest you
- Can form basis for paper – even a dissertation!

NETWORK

- Learned skill
- Work at making yourself known
 - Student group
 - Working group
 - Conferences
- Maintain relationships
 - Send drafts
 - Comment on the work of others
- Re-establish relationships at new venues



NORWEGIAN UNIVERSITY OF LIFE SCIENCES
MDCCCLIX

COURSE REQUIREMENTS AND REGISTRATION

INTERNATIONAL STUDENTS

Vilma Bischof



Course Requirements

- **Regulations for the Degree Philosophiae Doctor (PhD)**
- **§ 7-4** Organised academic training shall consist of courses with a work load equivalent to 30 to 70 credits.

At least 30 credits are to be taken at the 300 or 400 level. Examinations taken more than ten years ago can normally not be approved.

- **§ 7-5** The passing grade in courses taken as part of the PhD degree's academic training is B or higher. For courses that are assessed as either "pass" or "fail", the student must obtain a "pass" grade.

Course Requirements – Supplementary Provisions

- **Ad 7-5** *For students accepted to PhD studies at UMB prior to 1 January 2007, the grade requirement (C or higher) is in force in a transitional period up to 1 January 2009. From this date, the passing grade in courses taken as part of the PhD degree's academic training is B or higher.*

- This means:

Students admitted...

Courses taken after 1 January 2009 – grade B required for all students

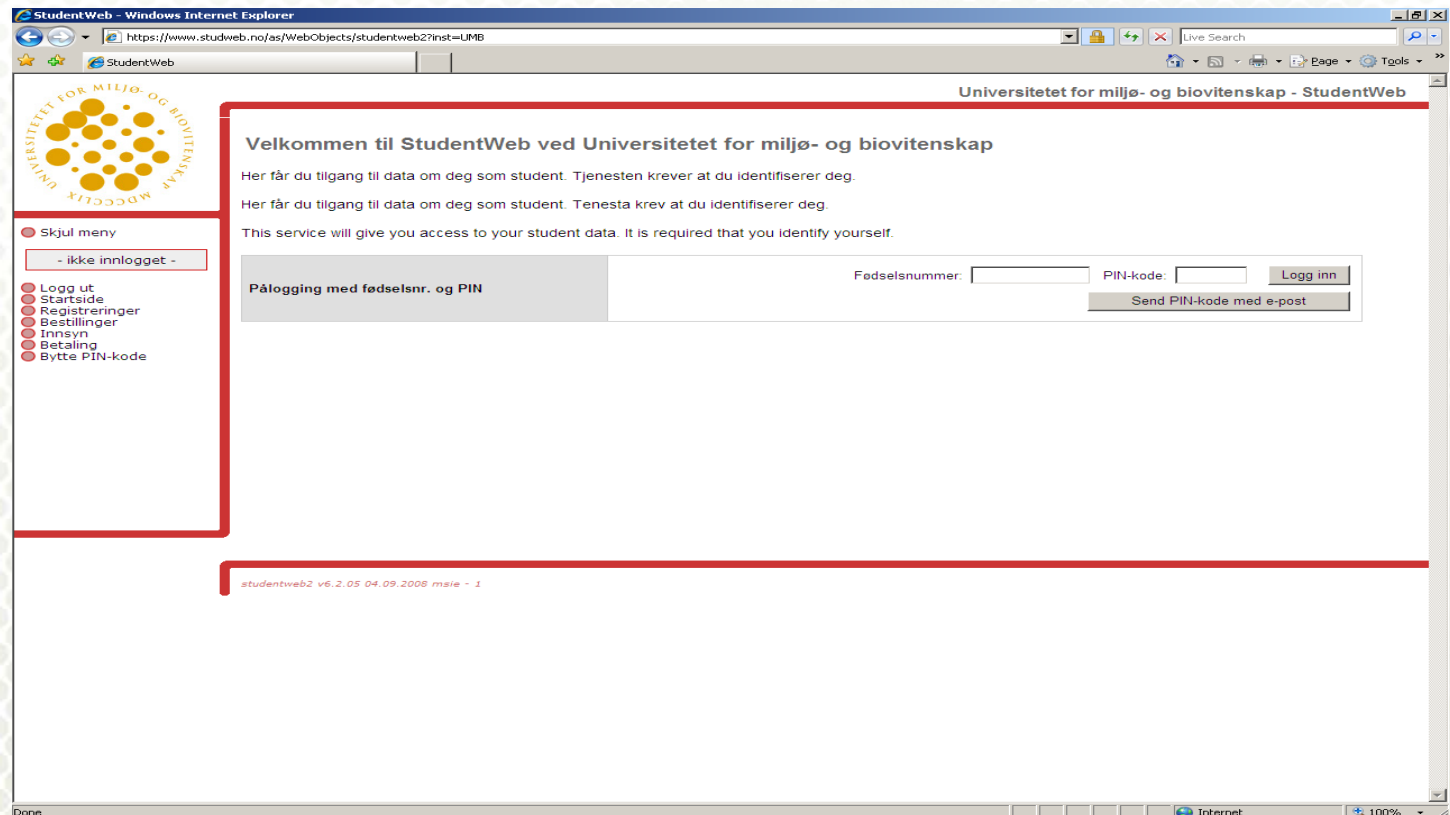
Time of completion of course determines the applicable regulation

Course Registration at UMB

- Register for all courses on time!
- Calendar available on the net: <http://www.umb.no/4094>
 - August 15: August block registration/withdrawal deadline
 - September 15: Autumn parallel registration deadline
 - October 15: Registration deadline for re-examination in January
 - November 15: Withdrawal deadline for autumn parallel
 - January 9: January block registration/withdrawal deadline
 - February 15: Registration deadline for spring parallel and June block
 - March 15: Registration deadline for re-examination in May
 - April 15: Deadline for withdrawal from spring parallel and June block

Course Registration

- Register on the StudentWeb:
<https://www.studweb.no/as/WebObjects/studentweb2?inst=UMB>
- Need help for registration and/or using the StudentWeb? Stop by SiT.

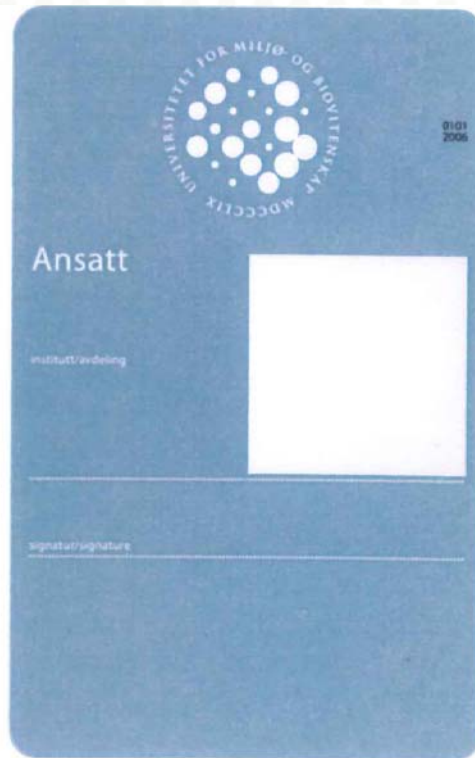


External Course Registration

- Note other universities' academic calendar.
- Is admission required?
- External courses should be on approved education plan
- Submit certificates/transcripts immediately to your department
- Results from external coursework not on the StudentWeb

PhD Student? Employee? Or both?

- PhD Student
- Financed by employment at UMB? = Student and employee
- Financed by scholarship or external employer? = Student



Semester Registration Fees

- Semester registration fees **required** if:
 - Quota students
 - registered for courses at or below the 200 level
 - live in SiÅs housingOtherwise semester registrations fees **optional** to receive discounts.
- Invoice for semester fees generated only at SiT. Stop by or email your request.

Universitetet for miljø- og biovitenskap

Etternamn: _____

Fornamn: _____

Fodd: _____

Pnr: _____

Studentnr: _____

Oppteken til desse studia: _____

Studerer dette semester ved, og ønskjer å nytte røysteretten ved: _____

Fag, emner, studietrim dette semester: _____

International PhD Students

- Residence permit renewal applications
at least 1 month before current permit expires
- Vedlegg 7 / UMB Progress Report requires supervisor “status report”, signature and stamp
- Financing plan
- Housing
- Extension of study period? Prepare in time; 2-3 months before current permit expires

QUESTIONS

- Course registration?
- Residence permits?
- Other?

Whom to contact about practical questions...

- The department
- Employer
- The Department of Academic Affairs
- Student Information Centre (SiT)
- FODOS

The Department

- Admission as a PhD student
- Agreement for admission
- Study plan
- Extension in the study period
- Everything relating to your studies

Employer (UMB or external)

- Working conditions
- Work schedule and employment contract
- Teaching or research requirements
- Leave of absence or sick leave
- Everything pertaining to your employment

The Department of Academic Affairs

- Rules and Regulations
- Obtaining ISBN/ISSN numbers
- Diplomas
- Suggestions to improve the information on the website:
<http://www.umb.no/?avd=64>
- Questions which cannot be answered at the department.

Student Information Centre

- Course registration
- Using the StudentWeb
- Residence permit issues
- Obtaining student or employee cards, semester registration and transcripts
- General questions about studies

Forum for Doctoral Students at UMB (FODOS)

- Professional interests and educational matters
- Economic interests
- Social benefits
- Rights and duties at UMB
- Research ethics and issues regarding science and society
- Social events

All Phd candidates at UMB are de facto FODOS members

Contact person Anna Lewandowska-Sabat, IPM
(leader International Committee)

QUESTIONS?

To the contact persons at the Department?



Good luck
To students and supervisors