



Til fakultetene

Referanse

2009/4916-BJAN

Dato

13.01.2010

Fellesgrad i forskerutdanningen - innspill fra fakultetene

En arbeidsgruppe har utarbeidet en rapport om fellesgrader på ph.d.-nivå ved Universitetet i Bergen. Arbeidsgruppen har vurdert hvilke endringer og eventuelle tillegg som bør gjøres i ph.d.-reglementet for å legge til rette for samarbeid om fellesgrader. Arbeidsgruppen har også utarbeidet en håndbok for utvikling og drifting av fellesgrader på ph.d.-nivå, den inneholder blant annet:

- Forslag til mal for fellesgrad på ph.d.-nivå
- Forslag til mal for cotutelle avtaler
- Rutiner for inngåelse av cotutelle avtaler

I sin rapport har arbeidsgruppen har gitt vurderinger av hvilke endringer og eventuelle tillegg som bør innarbeides i ph.d.-reglementet, gruppen har også utarbeidet utkast til mal for fellesgrader på ph.d.-nivå og forslag til mal for cotutelle avtaler. Arbeidsgruppen har videre utarbeidet et utkast til en fellesgradsbestemmelse som omfatter alle tre utdanningsnivåene (bachelor, master og ph.d.).

Malene er utarbeidet på grunnlag av avtaler universitetet allerede har inngått og er basert på Universitetet i Oslos retningslinjer for fellesgrader på ph.d.-nivå og på Coimbra Group nettverkets mal for cotutelle avtaler. I tillegg har arbeidsgruppen vurdert bruk av språk og begrep i forhold til den internasjonale terminologien innenfor forskerutdanning. Begrepene som er valgt, er i samsvar med Universitets- og høgskolerådets (UHR) terminologiliste på engelsk, i tillegg til de begrepene Coimbra Group Doctoral Task Force bruker. Disse er basert på European University Associations (EUA) bruk av terminologi for forskerutdanning.

Følgende forhold er blant det som er innarbeidet i malene:

Cotutelle avtaler:

- krav om at cotutelle avtaler må inngås senest 1 år før innlevering av avhandling
- rolleavklaringer for veileder, utdrag fra ph.d.-håndboka, med rettigheter og plikter for veiledere, vil inngå som appendiks til cotutelle avtale
- krav om at det må være et eksisterende faglig samarbeid for inngåelse av cotutelle avtale

Avtaler om felles doktorgradsprogram og felles ph.d.-grad skal

- gi prinsipper for felles ph.d.-gradssamarbeid, som krav om samarbeid mellom fagmiljø og bestemmelser om omfang for ph.d.-kandidatene
- inkludere krav om etikk, vitenskapsteori og metode som krav i formell opplæring
- gi muligheter for avhandling basert på artikler eller monografi

Fakultetene bes med dette om å komme med innspill til de vedlagte utkastene til maler for cotutelle avtale og fellesgrader på ph.d.-nivå. I tillegg bes fakultetene vurdere behovet for en fellesgradsbestemmelse og komme med innspill til utkastet til fellesgradsbestemmelse som ligger ved. Eventuelle forslag til endringer i ph.d.-reglementet vil bli behandlet i forbindelse med revisjon av ph.d.-reglementet i en egen høringsrunde til fakultetene.

Forskningsavdelingen i samarbeid med Utdanningsavdelingen og fakultetene vil utarbeide en håndbok for arbeidet med å inngå og å gjennomføre opplegg med fellesgrader. Håndboken vil inkludere ph.d.-nivået og teksten vil bli utarbeidet etter innspillene fra fakultetene til de vedlagte malene om fellesgradssamarbeid.

Fakultetene bes oversende sine kommentarer til Forskningsavdelingen innen 19. februar 2010.

Kari Tove Elvbakken
universitetsdirektør

Svenn-Åge Dahl
konstituert avdelingsdirektør

Vedlegg:

Utkast til fellesgradsbestemmelse
Utkast til mal for cotutelle avtale
Utkast til mal for fellesgrad på ph.d.-nivå

Kopi:

Utdanningsavdelingen
Forskningsavdelingen



Forskningsavdelingen
v/Kristen Haugland og Bjørn Erik Andersen

Referanse
2009/4916-GRK

Dato
06.10.2009

Rapport fra arbeidsgruppe for fellesgrader på ph.d.- nivå

Vedlagt er rapport fra arbeidsgruppen for fellesgrader på ph.d.-nivå. Vi beklager at arbeidsgruppen har overtrådt fristen, men det har vært et møysommelig og arbeidskrevende arbeidsfelt å skulle dekke komplett i forhold til arbeidsgruppens oppdrag. Arbeidsgruppen har funnet at det er for tidlig å kunne utarbeide en endelig håndbok for utvikling og drifting av fellesgrader på ph.d.-nivå da vi har liten erfaring med dette på UiB. Arbeidsgruppen mener det på dette tidspunktet er viktigere at det ved UiB utarbeides en egen politikk på arbeidet med fellesgrader i form av en fellesgradsbestemmelse. Arbeidsgruppens rapport viser til de elementer som bør inkluderes i en slik fellesgradsbestemmelse. Rapporten inkluderer vurderinger av nåværende ph.d.-reglement og med forslag til endringer av ph.d.-reglementet, samt følgende dokument:

- Forslag til mal for fellesgradssamarbeid basert på felles doktorgradsprogram
- Forslag til mal for cotutelle avtale
- Forslag til informasjonsbolker som kan inngå i kapittel 1-3 i veiledning for utvikling og drift av fellesgrader ved UiB (allerede etablert håndbok for bachelor og masternivået)
- Et førsteutkast til fellesgradsbestemmelse

Arbeidsgruppa foreslår at det rent administrativt utarbeides en håndbok med rutiner for inngåelse og drifting av fellesgrader på ph.d.-nivå og cotutelle avtaler basert på de utarbeidede malene for avtaler. Dette er et arbeid Forskningsavdelinga og Utdanningsavdelinga kan gjøre i samarbeid med fakultetene og fellesgradsforumet ved UiB.

Anbefalinger fra arbeidsgruppa for videre arbeid med fellesgrader

Fellesgradsforumet som er etablert ved UiB er et viktig forum for videreføring av arbeidet med kvalitetssikring av fellesgradssamarbeid og et viktig forum for utveksling av erfaringer med utvikling og drifting av fellesgrader. Arbeidsgruppa understreker viktigheten av å jobbe videre i fellesgradsforumet med å styrke budsjettene til arbeid med fellesgrader. Institusjonell strategi og støtte er avgjørende for vellykketheten for fellesgradssamarbeid.

Arbeidsgruppa anbefaler også på det sterkeste til at UiB foretar en gjennomgang av vitnemål-praksis på ph.d.-nivået da UiB i dag ikke har en entydig praksis på utarbeidelse av ph.d.-vitnemål. I forbindelse med en slik gjennomgang og endelig avklaring av ett felles ph.d.-vitnemål anbefaler gruppa at det også utarbeides eget *diploma supplement* for ph.d.-graden ved UiB. Fellesgrader bør følge samme retningslinje som for ph.d.-graden ved UiB, slik at det er Rektor og Universitetsdirektør som signerer på vitnemålet.

Astri Andresen
Viserektor for internasjonalisering

Gry Kibsgaard
seniorkonsulent

Vedlegg:
Rapport fra arbeidsgruppa med vedlegg

**Agreement
governing the Joint Supervision of Doctoral Candidate**

**by and between
partner institution
and
University of Bergen, Norway (UiB)**

Preamble

This agreement sets out on the basis of existing common scientific cooperation between the two institutions the framework for joint supervision of the doctoral studies of

Doctoral candidate: name of doctoral candidate

At the University of (institution 1)

and the University of (Institution 2)

leading to the award of the degree of title of degree to be awarded

The title of the doctoral candidate's research project is: Specify the title of the research project

The agreement is in accordance with the Act Relating to Universities and University Colleges of April 1st 2005 and the regulations concerning the doctoral programme at the University of Bergen having regard to the Ministerial Order of January 6th 2005 on the International Joint Doctorate supervision and the national legislation of partner institution.....

All parties commit themselves to act in conformity with the two institutions' regulations and codes of practice covering doctoral awards and to seeking the resolution by mutual consent of any difficulties that might arise in the interpretation of those regulations.

The doctoral candidate must meet the relevant requirements of both institutions regarding admission to the doctoral programme, progress and assessment. The doctoral candidate will however make only one final examination, producing only one dissertation/thesis and earning one degree.

Both institutions must ensure that the doctoral candidate who is admitted and registered to the doctoral programmes under the joint supervision agreement (co-tutelle agreement) is not given a double workload.

The cotutelle agreement can only be applied in cases where the PhD candidate still has more than one year left of the PhD period.

Article 1. Admission and registration

1. Mr/Ms..... is to be admitted as a doctoral candidate at the partner institution Mr/Ms.....is also to be admitted as a doctoral candidate at the department, University of Bergen. The candidate must meet all formal requirements for admission to doctoral studies in both institutions. The candidate must register in both institutions, but

with a registration fee exemption in one of the institutions during the period of joint supervision. The candidate will have to pay the registration fee at **partner institution**, with a registration fee exemption at the University of Bergen during the period of joint supervisions.

2. Ms/Mr **doctoral candidate** holder of a **Masters Degree** in **field/subject** from **educational institution** fulfils all the conditions for admission to doctoral studies in both institutions.
3. The admission of the candidate to doctoral studies in both institutions is on the basis of the funding of the doctoral candidate by funding scheme (**PhD research fellowship/student scholarship**).

Article 2. Doctoral Programme

Duration of studies

1. The admission of the candidate is effective from **date**. The expected length of research is set to 3 years. The dissertation/thesis defence is hence expected to take place during the academic year **specify academic year**. This length can only be extended in exceptional cases on proposition by the supervisors, and after a favourable opinion given by the two institutions and any sponsoring bodies. This proposition must be introduced 6 months before the expected date of the end of the doctoral dissertation/thesis set above.
2. The doctoral candidate and his/her co-supervisors will agree how the doctoral candidate's working time is to be divided between the two institutions, taking into account the needs of the research and circumstances of the doctoral candidate. An outline timetable is set out in the appendix 2 of this agreement. Variations to the timetable will be agreed between the doctoral candidate and his /her co-supervisors. Ms/Mr **doctoral candidate** shall carry out **her/his** research predominantly at **institution**, but shall also be in residence at the **institution** for a period of **time**. Further, both supervisors, in the interests of a successful joint supervision, shall meet at least once before the defence.

Dissertation/thesis

3. Ms./Mr **doctoral candidate**'s doctoral dissertation/thesis is provisionally titled **title of dissertation/thesis**.
4. The dissertation/thesis shall contain **a summary of the complete dissertation/thesis work bound up with published papers and manuscripts or a summary of the complete dissertation/thesis written up as a monography** (choose the one which applies) .

Supervision

5. The joint supervision is carried out within the framework of the **common research project between both institutions**.
6. The supervisor at the **institution 1 is Professor** The supervisor at the University of Bergen is **Professor** Both of these supervisors agree that they will faithfully execute the duties of scholarly supervision of the doctoral dissertation/thesis and will coordinate with each other as necessary.

Both supervisors undertake to carry out to the full extent the role of supervisor of the studies of the doctoral candidate, as defined by the regulations in force at their respective institution, and to support each other in the execution of their duties as supervisors. The two co-supervisors will confer regularly with regard to the progress of the doctoral candidate's studies. See appendix 1 for rights and duties of supervisors and doctoral candidate in the supervision-candidate relationship.

Should one of the supervisors leave their institution, the institution's normal procedures for finding a replacement supervisor will be followed, with the involvement of the other supervisor. If a suitable supervisor cannot be found, the agreement will be terminated and the doctoral candidate will continue his/her studies towards the doctoral degree of the institution of his/her remaining supervisor.

Progression

7. The candidate will have to submit an annual report on progression of the PhD project to both Universities.

Submission and evaluation of dissertation/thesis

8. The authorisation of the dissertation/thesis submission is given in agreement between both institutions, in conformity with their regulations and after a favourable opinion of their competent departments. The requirements of acknowledgement of courses and formal training will be decided by the institution where the dissertation/thesis is submitted.

The dissertation/thesis assessment committee is designated by the legal authorities of the institution where the dissertation/thesis is submitted, after agreement from the cosignatory institution. It will be equally composed by academic representatives from both countries and will include at least four members. It will include at least one professor from each university. The assessment committee shall work in accordance with the regulations applying at the institution where the defence is held.

Before the defence the assessment committee will give an evaluation of the dissertation. The evaluation is to be submitted to **Institution 1** and to the **Faculty of ... UiB**. The University of Bergen will receive three copies of the PhD dissertation/thesis for their records.

9. The PhD dissertation/thesis defence will be performed in a unique session at **institution**. The candidate shall make a presentation of the doctoral dissertation/thesis during a seminar at the **other institution** within 6 months after the defence.
10. The doctoral dissertation/thesis will be written in English or in other language if applicable. The dissertation/thesis must be accompanied by a substantial summary in **English or other language if applicable**. The doctoral dissertation/thesis will be defended in English or **other language if applicable**, and the discussion that follows will occur in English or **other language if applicable**, upon decision of the board of examiners. The doctoral dissertation/thesis will on its front page include the logos of both universities and mention that the dissertation/thesis results from a joint supervision agreement (co-tutelle).

Award of degree and diploma

11. Based on the evaluation of the dissertation and the assessment of the dissertation/thesis defence Ms./ Mr.will be awarded the degree of **degree name** from the **partner institution** and the degree of Philosophiae Doctor (PhD) of the University of Bergen.

The doctoral candidate will be awarded one diploma only. The institution which issues the diploma must ensure the diploma includes the following: the title of the dissertation/thesis, the date of the dissertation/thesis defence and the joint supervision with the **partner institution**.

The Head of the assessment committee will write a report, countersigned by the members of the assessment committee.

The University where the defence is held commits itself to give a copy of the defence report as well as a hard copy of the defence report to the other University for the candidate's PhD degree.

Article 3. Funding

1. Funds available to both supervisors within this project will serve to assist research and travel expenses necessary for conducting the dissertation/thesis work of Ms/Mr **doctoral candidate**
2. Expenses related to the dissertation/thesis defence will be paid by **indicate institution or funder who will cover the defence costs**. Expenses related to presentation of doctoral dissertation/thesis in seminar at the partner institution after the defence will be covered by **indicate institution or funder who will cover the seminar costs**
3. Ms/Mr **doctoral candidate** will also apply to funding schemes to assist travel and accommodation expenses specific to a dissertation/thesis under joint supervision.

Article 4. Social security and civil liability

1. The following conditions affect the social security and civil liability cover of the Ms/mr **doctoral candidate**:
 - a. The candidate will be covered - While at **institution** Ms/Mr **doctoral candidate** qualifies for the student benefits provided by **national Social Security**. In addition, **she/he** should take out civil liability insurance.
 - b. Under the regulations of the EU/EEA agreement, the candidate will be covered by the social security system in Norway, given that **she/he** has a membership in the social security system in another EU/EEA country. The candidate must present evidence of this to the host university.

Article 5. Publication

1. The dissertation will be submitted in accordance with the provisions regarding public display, registration, and publication of each country. The PhD dissertation/thesis will be available through Bergen Open Research Archive (BORA) at UiB's library. The publication, protection and dissemination of the dissertation/thesis subject as well as the dissertation/thesis results will be provided by both institutions. The results of the research will be subjected to protection in accordance with the laws in force in each of the two countries and the Intellectual Property Rights (IPR) regulations of the institutions.

Article 6. Termination of agreement

1. In the case the candidate should not register in one or other of the contracting institutions, or fulfilling the requirements for the PhD programme, the two institutions must immediately bring the present agreement to an end, by a joint decision. In such a case the partner institutions commit themselves to notifying each other in writing as soon as possible. The doctoral diploma which may be awarded, will not mention the joint supervision. The PhD degree will only be awarded according to the regulation of the institution's country in which the enrolment has been maintained.

Article 7. Exchange of information

1. The two institutions, through the two co-supervisors and the administrative contact persons, will communicate in **English or other administrative language agreed upon** to one another all of the necessary information and documentation for the joint supervision of the candidate's doctoral studies and the preparation, submission and evaluation of the doctoral dissertation/thesis.
2. Administrative contact persons at each institution must be established and any information concerning the execution of this agreement will be addressed in **English or other administrative language agreed upon** to:

For the partner institution:

E-mail: **Administrative contact person, NOT scientific contact person!**

For the University of Bergen:

University of Bergen
Department of Research Management
Prof. Keysersgt 8, 5020 Bergen, Norway
Tel: +47 55 584984 / Fax: +47 55 584981
E-mail: XXXXXXXXXX

Place

For the **cooperative institution**

Bergen

For the University of Bergen

Prof.
President/rector

Prof. Sigmund Grønmo
Rector, UiB

Prof.
Responsible of doctoral programme where candidate is enrolled

Prof.
Dean of the Faculty where candidate is enrolled

Prof.
Supervisor

Prof.
Supervisor

Ms. /Mr.
The PhD candidate

Appendix 1

The rights and duties explained in the following sections are from the *PhD handbook* Recommended by The Research Board, UiB 10.03.09 and based on the PhD regulations at UiB, the PhD-contract and the regulations for employees with a university fellowship, and the regulations for conducting research (ethical regulations).

The PhD candidate's responsibilities

Your responsibilities as a PhD candidate are:

1. To carry out your research effectively, to a high standard and within the prescribed period of study
2. To attend PhD events at the university, faculty and department and to attend the courses agreed with your main supervisor
3. To agree and strictly abide by a timetable for regular contact with the main supervisor, at least once a month, and for the submission of your written work
4. To submit your written work by agreed deadlines to allow sufficient time for comment and discussion. Drafts or parts of the thesis should be submitted at regular intervals, in accordance with the PhD regulations section 4.3, at least three times per semester.
5. To present your work or findings at seminars/conferences from time to time if encouraged by the main supervisor
6. To comply with the ethical standards for research that apply to the academic field in question
7. To submit an annual standard report by 1 November to the department/faculty about the progress of your doctoral training, in consultation with your main supervisor
8. To participate in a midway evaluation of the progress of your doctoral training
9. To responsibly keep track of all documentation of the courses, seminars and activities you complete as part of the training component
10. To inform your main supervisor about all matters that may have a bearing on supervision. You should feel free to bring any problems, including problems of a social or medical nature, to the attention of your main supervisor or head of department/administrative PhD coordinator.
11. To consult in confidence the head of department/administrative PhD coordinator if you feel that a change of supervisor is desirable for any reason
12. To consult the co-supervisor when advised to do so by your main supervisor
13. To inform the external party (for those financed or supported otherwise by an external party) about any matters that could have a significant bearing on the cooperation and the progress of the project
14. To follow the procedures for study leave or interruption of doctoral training. If you have sickness absence or other types of approved study leave, you must inform your assigned PhD administrative coordinator.
15. To discuss all matters regarding expenses relating to the financing of your research project with your supervisor at UiB, or, if relevant, with representatives of the institution that is financially responsible for your position
16. To keep track of all working hours spent as part of your 25% obligatory workload for PhD candidates with university fellowships of four years. Expect your supervisor to help you keep within the workload limits for duty work.

Regular contact can be maintained by e-mail, meetings or phone contact; it is not necessary to present written documentation of all supervision contact.

Expectations of the supervisory team

Main supervisor

You can expect your main supervisor to:

1. Participate actively in discussing and designing your research project and in selecting relevant courses and activities for your training component
2. Be responsible for your budget for project expenses

3. Provide quality advice/supervision of your research work, consider which hypotheses and methods may be suitable, and provide you with feedback on written texts as they develop (outline, contents, writing style, documentation etc.)
4. Ensure that it is possible to complete the thesis work within the normal timeframe of three years for doctoral training
5. Provide you, within a reasonable timeframe, with constructive criticism and reactions to submitted draft work in order to facilitate timely completion of your thesis. Such follow-up should take place at least three times per semester.
6. Introduce you to specialist literature and basic data sources (libraries, archives etc.)
7. Introduce you to the department, its facilities and procedures, and to other PhD candidates and relevant staff, and encourage attendance at events and seminars related to doctoral training in general and to your research field in particular. To allow for the planning of relevant study-abroad periods, the supervisor shall at an early stage of your studies introduce you to other relevant academic environments outside the department, also internationally.
8. Advise you on the name of the person in charge of doctoral training (PhD-coordinator) in the department/faculty and ensure that you can contact him/her to discuss relevant matters, including difficulties that may arise in your relationship with your supervisors and your study progress
9. Decide, in consultation with the Head of Department, at the start of your PhD project, whether assignment of Intellectual Property Rights (IPR) is necessary and, if so, ensure that an agreement on IPR is established at the outset of the project
10. Ensure that a risk assessment of any laboratory and/or field-based activities has been carried out in accordance with departmental procedures and that you receive the necessary safety training.
11. Ensure that ethics approval has been obtained in accordance with the regulations, and provide guidance on questions of research ethics related to the thesis work. Arrange for you to familiarise yourself with your responsibility to avoid any form of misconduct.
12. Ensure that you maintain records of your research data in a systematic manner so that they can be consulted and understood by anyone with a legitimate right to enquire, such as the evaluation committee
13. Discuss incidents with you that may seem to be related to research misconduct or plagiarism and report to the department on any suspected instance of research misconduct, including plagiarism
14. Organise and take part in your midway evaluation
15. Agree with you after your midway evaluation on a realistic timetable for completion of the research and writing up of your thesis
16. Submit annually by 1 November to the department/faculty, as appropriate, a standard report about the progress of your doctoral training
17. In consultation with co-supervisors and the department/faculty, make satisfactory arrangements for supervision if the main supervisor is absent for a period of more than four weeks. Keep you informed about all matters that could have significant bearing on the supervision.
18. Encourage you to present your work in progress from time to time and attend relevant conferences, meetings and workshops, and to consult relevant sources of information and advice inside and outside your department
19. Encourage you to develop and improve your general and transferable skills
20. Help you to ensure that duty work does not exceed 25% of your total workload

Co-supervisor

You can expect your co-supervisor to:

1. Participate in planning your research project and the training component, which is necessary for your admission and enrolment as a PhD candidate
2. Supervise you in connection with your research project

3. Keep updated on the progress of your work and be present at (at least) quarterly supervisory team meetings.
4. Provide quality advice concerning your research work, consider which hypotheses and methods may be suitable, and provide you with feedback on written texts as they develop. This is to ensure that you are able to complete the thesis within the normal timeframe, which is three years for PhD studies.
5. Improve the effective supervision of your work by contributing a second opinion or additional areas of expertise, if the main supervisor considers it desirable
6. Provide for continuity of supervision in the event of the absence or departure of the main supervisor. Arrange (in consultation with the main supervisor and the department) for a replacement in the event of his or her parallel absence with the main supervisor.
7. Take part in your midway evaluation

AGREEMENT ON JOINT PHD DEGREE BETWEEN **PARTNER INSTITUTION AND THE UNIVERSITY OF BERGEN**

DEFINITIONS¹

Joint degree: A single diploma issued by at least two higher education institutions offering an integrated joint programme and recognised officially in the countries where the degree-awarding institutions are located.

Double or multiple degree: Two or more diplomas issued by two or more higher education institutions on the basis of an integrated joint programme and recognised officially in the countries where the degree-awarding institutions are located.

Integrated joint programme

An integrated joint programme is a study programme for which the collaborating partners are jointly responsible for the contents, learning outcome, running of the programme, and quality assurance of the programme. The description of the programme and the processes involved are described in the programme outline. The programme is run by a board with faculty members from the collaborating partners. The partner institutions work out the curriculum jointly and cooperate on admission and examinations.

A Joint PhD Degree or a Double Degree is a degree awarded at both universities following one of the definitions above. The acquisition of a double or a joint degree requires either a joint programme or an individual co-tutelle agreement.

The principles on which the cooperation on a Joint PhD degree rest, are that

1. There are matching research fields with supervision resources at both the **partner institution** and The University of Bergen (UiB).
2. A candidate in a joint PhD degree cooperation should preferably participate in a joint research between the two universities.
3. Candidates shall fulfil the requirements, equivalent or additional, of the two universities for the registration and/or graduation of candidates at both universities according to the choice of the type of PhD degree cooperation.
4. There is a mutual recognition of credits and degrees and a seamless procedure for credit transfer between the two institutions.
5. Supervisor mobility is highly encouraged.

ARTICLE 1) INTRODUCTION

The principle of the joint degree is to admit the candidates to a joint programme at the two universities and to fulfil the requirements of both universities, while making only one final examination, producing only one dissertation/thesis and earning one degree. Joint programme

¹ These definitions are based on the Erasmus Mundus definitions, which are developed by the European Commission on the basis of the Recommendation on the Recognition of Joint Degrees (Council of Europe/UNESCO: 2004)

outlines must ensure that candidates accepted to programmes under the degree cooperation agreement are not given a double workload.

The name of the doctoral degree shall be **Doctor of Philosophy/Philosophiae Doctor (PhD)**.
The name of the joint doctoral program shall be **name of programme**

ARTICLE 2) BOARD

The joint PhD programme will be administered by a board consisting of members from the involved faculties of the collaborating partners. The board must cooperate on admission, management of transfer of credits and examinations.

ARTICLE 3) ADMISSION AND REGISTRATION

Application to register for doctoral education leading to a joint PhD degree are made and received continuously throughout the year.

a) Eligibility

Candidates must fulfil the criteria for admission to the **Joint PhD programme**, registration, training and examination at both universities and should undertake joint research projects with supervisors from both universities.

b) Application process

The applicant will first register at her/his home university² and then at the partner university. On the application forms for **partner institution** and UiB respectively, the candidate must specify that he/she wishes to register for **the joint doctoral training programme** according to this agreement. The application must be recommended by potential supervisors at both universities.

c) Admission and Registration

Admission and registration procedures will be handled by the normal administrative structures at **partner institution** and UiB, or by a board empowered by the **partner institutions**. Existing administrative structures at **partner institution** and UiB will *process* registration, monitoring, examination, and thesis assessment according to **the joint PhD programme** outline. The exact procedures must be specified in an underlying degree cooperation agreement/programme outline.

In all regular documents both universities will note that the candidate is admitted **to the joint PhD programme** under this joint PhD degree cooperation agreement.

For all candidates admitted to the joint PhD programme a PhD contract outlining the rights and obligations for the candidates, supervisors and institutions, must be signed.

If a PhD candidate wishes to register for the joint PhD programme according to this agreement after first having been registered only at the home university, this must be done no later than 2 years prior to the scheduled submission of the candidate's dissertation/thesis.

² Home university is here understood by the institution where the PhD candidate will spend the majority of time of the PhD period.

ARTICLE 4) CONTINUATION, WITHDRAWAL AND TERMINATION OF CANDIDATURE

The prevailing conditions for continuation, withdrawal and termination of candidatures of the candidate's home university will apply.

In case a candidate wishes to leave the joint PhD programme in order to pursue a degree at either one of the universities, this must be allowed as far as existing regulations may provide and after investigation and approval by both institutions. The decision must take into consideration what should happen to the work done under the joint PhD programme.

ARTICLE 5) DURATION OF STUDIES

Duration of the joint PhD programme is 3 years full time or up to 6 years part time. At UiB the Norwegian University Act regulates duration of PhD study programmes to 3 years.

ARTICLE 6) SUPERVISION

There shall be one main supervisor at each university. Adjunct supervisors from either university or any other university may be appointed as required.

When relevant and before studies commence, research permits and ethical approval of all planned studies must be obtained through both universities according to their respective national regulations.

ARTICLE 7) FORMAL TRAINING

There shall be joint recognition of courses included in the study programme given at either university. A candidate can undertake a course offered at the host university if he/she satisfies the course requirements of either the host or home university. Care should be taken to avoid overlap between courses. This is mainly the supervisors' responsibility. In the case where e.g. master's level or undergraduate courses are deemed suitable for the Master/PhD project they can be included as coursework. Documentation of course work must be done through approved transcripts in English from either university. The formal training must contain training in ethics, theory of science and research methodology.

ARTICLE 8) FORMAT OF THESIS

The joint PhD thesis shall follow a format agreed upon by the two universities.

The PhD research work must be written up as a thesis – as a monograph or a collection of articles with a synopsis. The PhD thesis is to be defended at a public presentation.

ARTICLE 9) PROGRESS AND REPORTING

The reporting must follow the rules and regulations for the specific joint programme outlines. The candidate shall present a progress report with comments from supervisors and submit it to the relevant bodies at **partner institution** and UiB.

ARTICLE 10) ASSESSMENT OF DISSERTATION/THESIS

The candidate shall only present herself/himself to the assessment of the dissertation/thesis at one of the universities, following local procedures if not specified otherwise in the joint PhD programme outline. A joint assessment committee must be appointed by the regular appointing bodies of the two universities and must have members from both universities, as well as external members.

ARTICLE 11) GRADUATION AND AWARD OF DEGREE **Graduation**

The PhD candidate must satisfy:

- a) The graduation requirements for the taught part as described in the joint PhD programme outline
- b) the written dissertation/thesis; and
- c) the oral examination

The candidate shall make a presentation of the doctoral thesis during a seminar at the other university within six months after the defence.

Diploma and dissertation/thesis

All official university transcripts shall state that the candidate is under a joint PhD programme leading to a joint PhD degree between the **partner institution** and UiB.

The diploma for the degree in question shall be in English. Only one diploma will be issued presenting both university logos side by side. It shall contain the title of the degree in English, the candidate's name and sex, date of award, signatures of the two authorities and embossed university seals. The design of the diploma and the front page of dissertation/thesis shall reflect the joint nature of the degree and have logos from both universities. Accompanying explanatory notes shall be in English in form of a Diploma Supplement³. The Diploma Supplement issued with a joint degree must clearly describe all parts of the degree, and it must clearly indicate the institutions and/or study programmes at which the different parts of the degree have been earned.

A PhD doctorate shall be presented at graduation ceremonies of both universities and announced as a joint award. The PhD candidate may decide which graduation ceremony to attend in order to receive the certificate. However, the PhD candidate may attend both convocations.

ARTICLE 12) PROVISION OF ACCREDITATION

The UiB uses the ECTS system⁴ for student workload and grading. At the PhD level the ECTS is applied to the taught part only. The normal semester course load for the specific joint programme is described in the programme outline.

ARTICLE 13) USE OF INTELLECTUAL PROPERTY

Ownership of any intellectual property (including, but not limited to, confidential information, know-how, patents, copyrights, design rights, rights relating to computer software, and any other industrial or intellectual property rights) developed on the basis of a joint research project during the course of this agreement shall be vested in both parties to this agreement. Both parties shall have the joint right to determine the commercial exploitation and disposition of such intellectual property, and both parties shall make joint applications for the registration of the same. Before any registration or commercialization of any intellectual property takes place, the parties agree to reach a separate agreement covering issues such as exploitation rights and revenue sharing. Any publication regarding such intellectual property shall only be possible with the prior written consent of both parties, such consent must not be unreasonably withheld.

ARTICLE 14) OPEN ACCESS

³ http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html

⁴ http://ec.europa.eu/education/programmes/socrates/ects/index_en.html

Published research results through the degree cooperation will be made available through free electronically available databases (open access – UiB: Bergen Open Research Archive - BORA).⁵

ARTICLE 15) MOBILITY

PhD candidates under the joint degree cooperation should stay at either university for a substantial part of their studies. The division of time in each institution must be clearly stated in the PhD contract taking into consideration the normal progression of the PhD programme duration of 3 years.

ARTICLE 16) FINANCIAL MATTERS

a) Fees

Candidates having **partner institution** as their home university, will pay fees to their home university, also while they are attached to UiB. PhD candidates under the agreement financed by student scholarships will be registered as PhD candidates at UiB and must pay the student guild fee (*semesteravgift*) to be entitled to student social welfare. PhD candidates who are employed should not pay the student guild fee at UiB.

Those having UiB as home university will not pay tuition fees as this is not conducive with Norwegian regulations. The costs incurred at **partner institution** will be covered by project grants as agreed by the supervisors. When courses are run jointly at **partner institution** by **partner institution** and UiB teachers, Norwegian students pay no examination fees.

b) Research scholarship and travelling expenses

Each successful PhD candidate applicant must have secured financing from funding sources prior to registration.

ARTICLE 17) QUALITY ASSURANCE

Participation of both parties

The PhD programme outline made under this agreement on PhD degree cooperation must ensure participation from **partner institution** and UiB throughout the whole process from admission to the completion of the degree.

Assessment of taught parts

Candidates will take exams in the university where they follow the course. The examination rules of that particular university apply.

Assessment of dissertation/thesis

The assessment of the thesis shall follow the rules of the institution where the thesis shall be defended. The assessment committee shall work in accordance with the regulations applying at the institution where the defence is held. Details must be included in the programme outline for the joint PhD degree programme.

Quality assurance of programme development and programme sustainability

Development and final approval of the joint PhD programme under this agreement shall follow the rules and regulation at each university. In the joint PhD programme outline it

⁵ Recommendations on Open Access adopted by EUA council 26 March 2008.

must be stated which parts of the joint PhD programme the collaborating partners are responsible for.

Routines for quality assurance of the joint PhD programme as a whole shall be included in the programme outline.

Additional parties may become partners in the degree cooperation. This must be specified in the joint PhD programme outline.

Quality assurance of the research environment

At least 50 % of the scientific staff affiliated with a joint PhD degree programme must be holding a professor position.⁶

The research environment must have the sufficient and adequate infrastructure to serve the joint PhD programme.

ARTICLE 18) SUB AGREEMENTS/JOINT PHD PROGRAMME OUTLINE

Sub agreements and/or joint PhD programme outlines must be made as an appendix to this agreement. The university organs to manage and coordinate the joint PhD degree award must be clearly identified in each university. A coordinator must therefore be identified for the joint PhD programme.

ARTICLE 19) SPECIAL SITUATIONS

Any dispute arising from the interpretation of this Agreement shall be resolved jointly by the boards of postgraduate studies of the two universities, and in the case of non-resolution, by mediation between the **partner institution** and the Rector of UiB.

ARTICLE 20) EFFECTIVE DATE AND TERMINATION

This Agreement is valid for a period of **five** years and it is automatically extended by **five** years unless terminated by either university with a notice period of one year. If terminated, it will not affect the registered PhD candidates until their studies have been completed or until deregistration.

University of Bergen
Sigmund Grønmo
Rector

Kristen Haugland
Director of Research Management

⁶ According to the Norwegian Act on Standards and Requirements for Accreditation of Studies and Accreditation of Institutions in Norwegian Higher Education

Appendix

Draft Joint PhD degree programme outline

The joint PhD programme outline is a suggestion for a template to be used in the creation of such programmes. The content can hence be changed, however we strongly recommend that the headings remain the same.

1. Programme name:**2. Aim and Content** (do not mix with learning objectives):

The structure of the programme should be listed here through the mentioning of the following categories:

- Compulsory activities
- Elective modules

Furthermore the aim of the research training should be shortly described.

- What are the graduation requirements for the taught part?
- What are the requirements for the written dissertation/thesis?
- What are the requirements for oral examination/dissertation/thesis defence?

Suggestion:

“The aim of the research programme is to qualify the candidate for research activities and other kinds of work requiring a high level of scientific insight. The programme comprises an independent research project resulting in a scientific dissertation of a high academic standard.

The training component of the research programme shall contain the necessary academic and methodological training which will benefit the doctoral candidate in his or her work on the dissertation and qualify the candidate for professions requiring in-depth scientific knowledge. Through the training component, the PhD candidate is expected to improve his or her skills in scientific theory, research methodology and research ethics. The development of skills in the dissemination of research results is also a required part of the training component. In addition the PhD candidate could add individual chosen courses/activities to complete with the requirement of the xx ECTS points.

The thesis must demonstrate the PhD candidate's ability to carry out independent scientific work at a high academic level and the overall research efforts of which the PhD candidate's work forms a part. The research must lead to new scientific knowledge. It must meet international standards within the field and it must be publishable as part of the scientific literature on the subject.

3. Learning outcomes/objectives for a PhD

The doctoral candidate shall on completion of a PhD study, acquire advanced theoretical and methodological competence and communication skills, particularly aimed at disseminating academic work to students and the general public.

An example:

On completion of a PhD study, the candidate should be able to:

- A) Research skills and techniques- to be able to demonstrate:
 - 1. The ability to recognize and validate problems
 - 2. Original, independent and critical thinking, and the ability to develop theoretical concepts
 - 3. A knowledge of recent advances within one's field and in related areas
 - 4. An understanding of relevant research methodologies and techniques and their appropriate application within one's research field
 - 5. The ability to critically analyse and evaluate one's findings and those of others
 - 6. An ability to summarise, document, report and reflect on progress

- B) Research Environment- to be able to:
 - 1. Show a broad understanding of the context, at the national and international level, in which research takes place
 - 2. Demonstrate awareness of issues about the rights of other researchers, of research subjects, and of others who may be affected by the research, for example confidentiality, ethical issues, attribution, copyright, malpractice, ownership of data and the requirements of the Data Protection Act
 - 3. Demonstrate appreciation of standards of good research practice in their institution and/or discipline
 - 4. Understand relevant health and safety issues and demonstrate responsible working practices

- C) Research management- to be able to:
 - 1. Apply effective project management through the setting of research goals, intermediate milestones and prioritisation of activities
 - 2. Design and execute systems for the acquisition and collation of information through the effective use of appropriate resources and equipment
 - 3. Identify and access appropriate bibliographical resources, archives, and other sources of relevant information
 - 4. Use information technology appropriately for database management, recording and presenting information

- D) Communication skills –to be able to:
 - 1. Write clearly and in a style appropriate to purpose, for example progress reports, published documents, thesis
 - 2. Construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques.
 - 3. Constructively defend research outcomes at seminars and viva examination
 - 4. Contribute to promoting the public understanding of one's research field

5. Effectively support the learning of others when involved in teaching, mentoring or demonstrating activities

4. Length of the programme

Doctoral training is stipulated to three years. The partners can agree on a longer period, but this has to be agreed upon based on all involved institutions own regulations and requirements.

5. Admission requirements

6. Recommended previous knowledge

(7. Introductory courses)

8. Mandatory activities/courses

The training component of the research programme shall contain the necessary academic and methodological training which will benefit the doctoral candidate in his or her work on the dissertation and qualify the candidate for professions requiring in-depth scientific knowledge. Philosophy of science and ethics and dissemination of research results are minimum criteria for compulsory activities at the University of Bergen, and these courses should count for minimum xx ECTS credits whereof xx is the total amount of the PhD training.

9. Recommended electives

Both courses and several research related activities may be accepted as part of the training component. It is however up to the consortium to decide upon own internal regulations.

10. PhD thesis

The thesis must demonstrate the PhD candidate's ability to carry out independent scientific work at a high academic level and the overall research efforts of which the PhD candidate's work forms a part. The research must lead to new scientific knowledge. It must meet international standards within the field and it must be publishable as part of the scientific literature on the subject. The thesis can either be an independent work or a continuation of scientific work carried out in previous research. The dissertation must be written in a language that is widely understood by the international research community in the field.

10. Stipulation regarding progress

Doctoral training is stipulated to xx years. A continuous progression is hence important in order to finish in due time. Every year, the PhD candidate and the supervisor(s) must submit separate written reports on the progress of the doctoral studies.

11. Places of Study

12. Assessment methods

In evaluating the thesis, particular emphasis is placed on whether the work is an independent and complete scientific piece of work at a high academic level in the

field of study. This will be evaluated with respect to the formulation of the dissertation's hypothesis, methodological, theoretical and empirical basis, documentation, handling of sources and method of presentation. In particular, it will be assessed whether the sources and methods used are appropriate in relation to the issues raised in the dissertation and whether the arguments and conclusions presented are adequate.

13. Grading scale at foreign institution

14. Programme committee

Name on Programme Committee/Council.

”The Council has the responsibility for the academic content, “

15. Contact information

Utkast til policyerklæring for UiB; felles studieprogram, fellesgrader og co-tutelle (pgh, 08.10.09)

Generelt

Som ledd i universitetets utdannings-, forsknings- og internasjonaliseringsstrategier, ønsker Universitetet i Bergen å utnytte nye måter og virkemidler for forsknings- og utdanningssamarbeid i større omfang og mer systematisk enn hittil. Dette gjelder både for utdanninger på bachelor- og masternivå og for den organiserte forskerutdanningen (ph.d.). Viktige virkemidler i denne sammenhengen er felles studieprogram, fellesgrader og co-tutelle.

Definisjoner/beskrivelser

Felles studieprogram

Et samarbeid mellom to eller flere institusjoner, der én av de deltakende institusjonene oppretter programmet og har det formelle ansvaret for driften og for å tildele graden, men med omfattende bidrag fra de øvrige deltakerne.

Fellesgrad

Et samarbeid mellom to eller flere institusjoner, der alle deltakende institusjoner i fellesskap oppretter og driver et felles studieprogram. Med dette forstås at deltakerne har felles ansvar for opptak, undervisning, veiledning og gradstildeling og innholdet ellers.

Fellesgrader er aktuelle for alle nivåer. En fellesgrad kan dokumenteres ved å utstede ett fellesvitnemål, ett fellesvitnemål i tillegg til to eller flere institusjonelle vitnemål, eller kun to eller flere institusjonelle vitnemål.

Co-tutelle

Felles veiledning av ph.d.-kandidater.

Co-tutelle-ordninger er bare aktuelt for ph.d.-nivået, og skal brukes der det ikke er gjort avtale om fellesgradssamarbeid i form av et felles ph.d.-program. En cotutelleavtale leder frem til en fellesgrad, noe som også skal fremgå av vitnemålet/ene.

Myndighetsfordeling

Felles studieprogram med UiB som ansvarlig (gradsutstedende) institusjon opprettes av universitetsstyret. Samarbeidsavtalen (jf. nedenfor) undertegnes av rektor på UiBs vegne.

Felles studieprogram der UiB deltar, men ikke er ansvarlig koordinerende institusjon, godkjennes av styret. Samarbeidsavtalen undertegnes av rektor på UiBs vegne.

Fellesgrader opprettes av universitetsstyret. Rektor undertegner samarbeidsavtalen på UiBs vegne.

Institusjonelle rammeavtaler om co-tutelle-samarbeid godkjennes og undertegnes av rektor. Individuelle avtaler innenfor rammen av institusjonelle avtaler behandles på samme måte som alminnelige veiledningsavtaler, jf. ph.d.-reglementet. Individuelle co-tutelle-avtaler som ikke bygger på en institusjonell rammeavtale kan bare inngås unntaksvis, og skal godkjennes av rektor.

Alminnelige retningslinjer for saksforberedelse ved etablering av samarbeid som nevnt i dokumentet her

Saken skal forberedes av fagmiljø og institutt og deretter gå via fakultetet til Utdanningsavdelingen, som forbereder den for rektor og Universitetsstyret.

Merverdi

Det kreves at den aktuelle samarbeidsformen skal tilføre fagmiljøet/-ene en merverdi som er klart større enn den som kan oppnås ved å velge en enklere samarbeidsform eller ved å videreføre eksisterende samarbeid.

Faglig forankring

Det foreslåtte samarbeidet må ha en tydelig forankring i fagmiljøet, og må identifisere et tilstrekkelig antall vitenskapelig ansatte som skal delta i samarbeidet, som undervisere, veiledere m.m. Det må også godtgjøres at de(n) samarbeidende institusjonen har en tilsvarende forankring i de relevante fagmiljøene.

Mobilitet

I samarbeidsavtalen/co-tutelle-avtalen skal det fastsettes minstekrav til mobilitet for så vel forskere som studenter/kandidater. For co-tutelle-ordninger skal det alltid kreves at kandidaten oppholder seg en viss tid ved den samarbeidende institusjonen.

Ressursgrunnlag

Ressursgrunnlaget må være tilstrekkelig til at samarbeidet kan realiseres for hele avtaleperioden. Dette omfatter penger, undervisningskrefter og veiledere, infrastruktur, teknisk og administrativ støtte og organisatorisk overbygning.

Langsiktighet

Samarbeidet om felles studieprogrammer skal være forpliktende og langsiktig, og skal normalt ha en tidsramme på minst fem år.

Organisatoriske rammer og samarbeidsavtaler

Samarbeid om felles studieprogram skal skje innenfor rammen av konsortier, der alle de deltakende institusjonene er medlemmer. Konsortiene opprettes ved avtale mellom deltakerne. I avtalen skal også alle andre forhold av betydning reguleres, herunder om styrende organer, om faglig innhold, teknisk og administrativ støtte, avtaleperiode, oppsigelse og forlengelse, tvisteløsning, m.v.

Samarbeid om co-tutelle skal skje innenfor rammen av institusjonelle avtaler.

Vitnemål

Vitnemål for fullført felles studieprogram skal utstedes av en av de samarbeidende institusjonene, jf. definisjonen ovenfor.

Vitnemål for fullført fellesgrad kan utstedes på en av følgende måter:

- Som ett dokument, utstedt av alle deltagende institusjoner i fellesskap.
- Som ett dokument fra hver av de deltagende institusjonene.
- Som en kombinasjon av de to ovenstående.

Ph.d.-kandidater som har gjennomgått forskerutdanning innenfor en co-tutelle-ordning, skal ha vitnemål der dette går fram.

Alle vitnemål, også ph.d.-vitnemål, skal ledsages av et Diploma Supplement, der opplysninger om samarbeidet kommer fram. For fellesgradssamarbeid der det utstedes flere enn ett vitnemål, skal det kreves at begge eller alle vitnemålene viser til hverandre, slik at det ikke skapes inntrykk av at studenten eller kandidaten har gjennomgått flere utdanninger.

Avvik og unntak

Dersom det pga. den nasjonale lovgivningen ikke er mulig for alle samarbeidende institusjoner å oppfylle alle kravene som er nevnt her, kan det gjøres unntak. Det må i så fall gjøres greie for hvilke unntak det gjelder.

Det kan, dersom det er nødvendig for at samarbeidet skal fungere etter hensikten, gjøres avvik fra gjeldende regelverk eller etablert praksis ved UiB.

For avvik og unntak som nevnt her, gjelder at disse – både enkeltvis og samlet – må framstå som faglig, administrativt og økonomisk forsvarlige.

Implementering av fellesgrader m.m. ved UiB

Det forutsettes at samarbeid om felles studieprogram, fellesgrader og co-tutelle blir regulert i UiBs regelverk, samt at det i nødvendig utstrekning blir utarbeidet veiledninger og håndbøker.

Universitetsdirektøren utarbeider oversikt over alle samarbeidsavtaler som nevnt her, og påser at denne holdes á jour.