



Application for change of supervisors (PhD programme)

Name and e-mail (candidate)	
Department	
Reason for the request	

Please describe the requested change (use separate sheet of paper if needed)

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Proposed new team of supervisors:

Main Supervisor (name, title, affiliation, e-mail)	
Co-supervisor (name, title, affiliation, e-mail)	
Co-supervisor (name, title, affiliation, e-mail)	
Co-supervisor (name, title, affiliation, e-mail)	

PLEASE NOTE: New version of the **PhD agreement Part B** (Agreement relating to inclusion in the organised training of researchers) should be filled in and enclosed with this application. If the requested changes suggest a change of department affiliation for the candidate or have any financial or other implications, this must be specified in the signed agreement.

This application must be signed by all involved parties

Candidate (signature and date)	Department (signature and date)

supervisor (signature and date)	supervisor (signature and date)

supervisor (signature and date)	supervisor (signature and date)

Please ensure that the form is complete and signed by all parties before submitting it to the Faculty. The application form and the attachments (*Part B – Academic Supervision*) should be sent by internal mail to Forskningsseksjonen (Faculty of Medicine) for signature by the Vice Dean.

AGREEMENT CONCERNING ADMISSION TO THE PHD PROGRAMME AT THE UNIVERSITY OF BERGEN (UIB)

INTRODUCTION

The agreement concerns the terms for admission to the PhD programme at UiB and has been drawn up in accordance with the Acts and regulations concerning the PhD programme, cf. in particular the University and University College Act with regulations, the Regulation concerning the degree of philosophiae doctor (PhD) at the University of Bergen, and the Regulation concerning terms and condition of employment for the posts of postdoktor (post-doctoral research fellow), stipendiat (doctoral research fellow), vitenskapelig assistant (research assistant) and spesialistkandidat (resident), and the supplementary provisions applying at any time. The agreement is also based on other Acts and regulations, including the Civil Service Act with regulations, the Public Administration Act, the Intellectual Property Act and the Patents Act, The Act on ethics and integrity in research, as well as the Norwegian Qualifications Framework for Lifelong Learning (NKR).

The agreement consists of three parts:

Part A, General part, must be filled out for all doctoral candidates accepted for the PhD programme at UiB. The parties to the agreement in Part A are the doctoral candidate and UiB, represented by the faculty and department or basic unit.

Part B, Agreement on academic supervision in the PhD programme, must be established for all doctoral candidates admitted. The parties to the agreement in Part B are the doctoral candidate, supervisor, the basic unit/department and the faculty. Part B of the agreement is established for all supervision arrangements.

Part C, Agreement between the external party and the university concerning the completion of the PhD education, must be established for the doctoral candidates who have an external employer. This part of the agreement may also be used for candidates who are employed at a department/faculty/centre at the institution other than the one with which the candidate is affiliated in Part A of the agreement. If a doctoral candidate is attached to two or several institutions, an agreement must be established for each of the external parties. For Industrial PhDs and Public Sector PhDs, a separate cooperation agreement must also be established.

AGREEMENT CONCERNING ADMISSION TO THE PHD PROGRAMME

PART B: AGREEMENT CONCERNING ACADEMIC SUPERVISION OF PHD DOCTORAL CANDIDATES AT UIB

SECTION 1 PURPOSE

This agreement concerns supervision of a PhD project with the working title stated in Part A of the agreement, and academic follow-up during the PhD education. The agreement sets out the parties' rights and obligations concerning supervision during the term of the agreement period.

SECTION 2 PARTIES TO THE AGREEMENT

The parties to the agreement are the doctoral candidate, supervisor, department/basic unit and faculty.

The main supervisor appointed for the agreement period is:

Name: _____

From basic unit/institution: _____

The co-supervisor appointed for the agreement period is:

Name: _____

From basic unit/institution: _____

Any additional co-supervisors and/or mentors: _____

Supervisors must be familiar with Part A and Part C of the agreement, where these are used.

SECTION 3 BASIS FOR THE PROGRAMME

The basis for supervision is the project description and plan for the training component as described in Part A.

SECTION 4 REPORTING AND DUTY TO PROVIDE INFORMATION

The doctoral candidate and the main supervisor will be obliged to keep each other regularly informed about all matters of significance to the supervision. See further details of the parties' rights and obligations in Section 6 of the Regulation for the degree of philosophiae doctor (PhD) at the University of Bergen.

AGREEMENT CONCERNING ADMISSION TO THE PHD PROGRAMME AT
THE UNIVERSITY OF BERGEN (UIB) Decided on by the university board 29.09.2016

The doctoral candidate and the main supervisor will be obliged to submit progress reports as laid down in Part A of the agreement.

SECTION 5 OBLIGATIONS ON THE PERFORMANCE OF SUPERVISION

The supervisor must

- Give advice on the formulation and delineation of the research topic and research question.
- Discuss and assess hypotheses and methods.
- Give assistance with use of academic literature and relevant data (library, archives, etc.).
- Discuss various aspects of the written presentation (structure, language, referencing, documentation, etc);
- Stay informed about the progress of the doctoral candidate's work and assess this in relation to the planned progress.
- Help to bring the doctoral candidate into relevant scientific environments.
- Discuss results and their interpretation.
- Provide guidance in academic dissemination.
- Provide guidance in research ethics questions regarding the thesis.

The doctoral candidate must

- Submit drafts of parts of the thesis as agreed with the supervisor, and in accordance with the project description. Parts of the thesis may be presented in seminars.
- Complete the training component in accordance with the progress plan.
- Comply with research ethics principles applying to the academic area.

SECTION 6 CHANGE OF SUPERVISOR

The candidate and the supervisor may agree to ask the responsible authorised body to appoint a new supervisor for the candidate. The supervisor may not be released from this agreement until a new supervisor is appointed, see Section 6-4 of the Regulation for the degree of philosophiae doctor (PhD) at the University of Bergen.

Should the candidate or supervisor find that the other party is not fulfilling his or her obligations according to Sections 4 and 5, the party claiming a breach of obligation is required to address the issue with the other party. The candidate and supervisor must work together in an attempt to remedy the situation. The faculty must assist with this process if necessary.

If the parties, after discussion, have not reached agreement on resolving the situation, the doctoral candidate or supervisor may request to be released from the supervision agreement. A request to be released from the supervision agreement must be addressed to the faculty, but sent via the basic unit. The decision to release the doctoral candidate and the supervisor from the supervision agreement will be taken by the faculty. On any such decision, the faculty must ensure that the doctoral candidate enters into a new supervision agreement with a new supervisor. Any external parties must be informed of any issues as described in this section.

SECTION 7 DISPUTES

Disputes concerning the supervisor's and doctoral candidate's academic rights and obligations pursuant to this agreement may be submitted by the parties for consideration and decision by the faculty.

If the body in question takes an individual decision in the matter, the decision may be appealed to the next higher governing body.

SECTION 9 CONCLUDING PROVISIONS

This agreement (Part B) has been established within the framework of current regulations and guidelines for PhD programmes, including the Regulation for the degree of philosophiae doctor (PhD) at the University of Bergen.

SECTION 10 SIGNATURE

Signature, candidate

Date

Signature, basic unit/department (department head)

Date

Signature, faculty (dean)

Date

Signature, main supervisor

Date

Signature, co-supervisor

Date

Any signatures of additional supervisors

Date

AMENDMENTS TO THE AGREEMENT, PART B

The following amendments have been added to the agreement:

Signature, doctoral candidate

Date

Signature, basic unit/department (department head)

Date

Signature, faculty (dean)

Date

Signature, main supervisor

Date

Signature, co-supervisor

Date

Any signatures of additional supervisors

Date