

Quick info & Check list for PhD candidates

This list is meant to help you keep track of all the big and small practical things you need to remember during the course of your PhD.

Print out and post it at your work station.

Administration/Persons to relate to

Higher executive officer and room coordinator – Trine-Lise Stjernholm: keys, access card etc.

PhD-Coordinator - Anders B. Kulseng (currently on leave for a year) and Synne Skaara: answer any PhD-related questions

FUU/The Board of Doctoral Education: handles admissions and follow up of PhDs

PhD-representative and deputy in FUU – Åse Hestnes and Hakan Heggernes: will help you answer any questions you have, or help you with issues you do not feel like bringing to the PhD-coordinator or supervisors. PS: we treat all cases confidentially!

Research group representatives in FUU

Quaternary geology and Paleo Climate – Atle Nesje

Geochemistry and Geobiology – Eoghan Reeves

Geodynamics and Basin Studies – Joachim Jacobs

Geophysics – Morten Jakobsen

Check list

3/4 year PhD candidates

1. Semester

- First day: **tour of the Department** by the Higher executive officer and room coordinator. Make sure you get access to the phd-mailing list.
- First week: **contact the PhD-coordinator**
- Within two months: **project proposal/description**
 - Project proposal has to be approved by the research group two months after hiring date. The proposal should be 4-8 pages (including references), and delivered latest one week before presentation.
- Check with your supervisor: in order for you to get officially admitted to the PhD-program, all of your supervisors has to take the **“online PhD-supervisor course”**
- **PhD Agreement:** after acceptance of project proposal, you will receive a letter regarding admission to the PhD-program. This needs to be signed by supervisor and co-supervisors. Hand it in to PhD-coordinator.
- (Recommended to register for the mandatory Ethics course, MNF990)

3. Semester/4. Semester

- **Midway evaluation:** fill out and deliver “Midway evaluation for PhD-candidates” latest one week before the midway presentation. Information will be given by PhD-coordinator.

5. Semester/7. Semester

- Six months before defense: **training component** needs to be approved
 1. Changes of the original plan needs to be applied for before final approval (two documents; one for change of training component, one for final approval of training component)

6. Semester/8. Semester

- 10-15 weeks before defense:
 1. send in **co-author declaration** with your supervisors to PhD-coordinator
 2. send in **application for evaluation** of your thesis with proposed members of the evaluation committee (SUPERVISOR)
 3. hand in your **thesis**
- Three weeks before defense:
 1. Your “application for evaluation of your thesis” should be **accepted**. You will get a deadline of two weeks to **respond to the committees comments**.
 2. **Print your thesis**. Detailed information will be given by PhD-coordinator through e-mail.
 3. **Trial lecture** of a given topic
- Two weeks before defense: **Press release** in Norwegian, including an abstract in English

DEFENSE DAY: ca. 30min presentation followed by 2h+ discussion.

Additional info

- All candidates must complete the half-annual PhD registration in studentweb. The deadline is 1 February for spring semester and 1 September for autumn semester.
- All candidates must submit the annual progress report by November 1st every year.
- NB! Remember to register sick days at HR-portalen. A total of 14 days or more gives you right to apply for an extension of the PhD. All candidates are entitled to an extension; however, externally funded PhDs must check the rights and duties related to their funding.
- **All graded courses has to be achieved with at least a grade C.**
- More detailed information in the program description from MATNAT: https://www.uib.no/sites/w3.uib.no/files/attachments/engelsk_programbeskrivelse_ph.d.-programmet_nettside.pdf and in the PhD-handbook: https://w2.uib.no/filearchive/handbook_phd_uib_2.pdf
- Relevant forms for the start and run of your PhD: <https://www.uib.no/geo/54151/relevant-forms>
- Information about submission of thesis: <https://www.uib.no/en/matnat/111895/submission-phd-thesis>
- Information about printing of thesis: <https://avhandling.uib.no/en/>

Socialising

It's not all work. Remember to have fun!

- *Geosport*: sign up to the Geosport mailing list and join your colleagues in various sports (such as football, frisbee, floorball etc.) every Tuesday around lunch time.
- *PhD-lunch*: join the free lunch with your fellow GEO-PhDs! Arranged approximately every second month by the PhD-representatives in FUU. This is also an arena for discussion and sharing of PhD-related information. Invitations are sent out via e-mail.
- *UiBdoc*: "a non-profit interest organization for PhDs, postdocs and other temporary scientific staff at UiB". They arrange various social events, and can be a good source for information. Follow them on Facebook ([UiBdoc](#)) or check out their website <https://uibdoc.no/>
- Hiking at GEO. A facebook-group for people at GEO (primarily ph.d.'s) who want to go hiking together, either it's spontaneous or planned: <https://www.facebook.com/groups/3263154200461155>