

Guidelines for processing recommendations for a minor revision of a submitted doctoral dissertation at the Faculty of Humanities

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The Regulations for the Doctor Philosophiae (PhD) degree at the University of Bergen allow minor revisions of a submitted dissertation. Minor revisions are also mentioned in the *Routine for doctoral dissertation assessment at the Faculty of Humanities*, item 6.3.

According to the *Routine for doctoral dissertation assessment at the Faculty of Humanities*, the assessment committee may recommend that a minor revision be carried out, if the changes are not too profound. The Faculty will not grant permissions for minor revisions easily. If the assessment committee is to recommend that a minor revision be carried out, the present guidelines are to be followed. The guidelines explicate the process and the setting for the assessment committee's recommendation for a minor revision, so that they are available to the committee, faculty, departments and PhD candidates. The guidelines deal with the time frame, required documents, and the assessment process at the faculty level.

A recommendation for a minor revision and the assessment committee's report must be clearly differentiated. The committee's recommendation for a minor revision must not be formulated as written guidance, but it should provide a concrete overview of what is to be revised. Regardless of whether the candidate is granted permission to carry out a minor revision or not, the committee's final report must provide a holistic and independent assessment of the dissertation, which concludes whether the dissertation qualifies for a defense or not.

1. Time frame

- If the committee recommends a minor revision, the recommendation must be submitted to the Faculty no later than two (2) weeks prior to the original deadline for submitting the committee's final report (the committee normally has 3 months at their disposal to produce a report).
 - This is required so that the PhD candidate can receive feedback by the same deadline that would apply if the committee had submitted a final report instead of a recommendation for a minor revision. Both the department and the committee must allow two (2) weeks' time for assessment and administrative processing of the recommendation at the faculty level.
 - It is up to the committee to decide on the time allowance given to the candidate in order to carry out minor revisions. The maximum time allowance is three (3) months.
- If the recommendation is turned down, the committee has six (6) weeks at its disposal to produce a final report.
- If the recommendation is approved, the committee has six (6) weeks at its disposal to produce a final report after the candidate has submitted the revised dissertation.
 - After the dissertation has been revised, it must be assessed in its entirety.

- The committee must submit a final report and conclude whether the dissertation qualifies for defense or not.

2. Recommendation Content Requirements

- The committee must send two documents to the Faculty.
 - The first document must be entitled "The committee's recommendation for minor revisions".
 - The committee must justify that minor revisions are essential, and they must also explain how the faculty's expectation that minor revisions are not easily allowed is met in this case.
 - The justification must take into consideration the level requirements outlined in the Faculty's *Routine for evaluation of PhD dissertations at the Faculty of Humanities*, item 5.
 - The committee must estimate how much time the PhD candidate will need to make the revisions. A maximum of 3 months may be granted.
 - The recommendation is not to be interpreted as a conditional approval of the dissertation after the minor revisions have been made.
 - The second document must be entitled "The committee's list of revisions to be made".
 - The committee must provide a written overview of the revisions that are to be made.
 - If the Faculty allows for the minor revisions to be made, the Faculty will forward this document to the PhD Candidate.

3. Processing at the Faculty

- Recommendations for minor revision will be processed by a committee consisting of three members of the program board. This committee represents the Faculty in such evaluations.
 - The Vice Dean of Research, who is also chair and permanent member of the Program Board, acts as chair of the programme board.
 - The Vice Dean will appoint two other members of the programme board as members of the committee for each case. The two programme board members must not belong to the same academic environment as the PhD candidate.
- In compliance with UiBs Regulations for the PhD degree, whether permission for minor revisions will be granted or not is at the Faculty's discretion.
- The Faculty's decision on whether to allow or decline a minor revision is not subject to appeal.
- If the Faculty allows minor revisions, the document entitled "The committee's list of revisions to be made" will be sent to the PhD candidate.
- If the candidate does not meet the deadline or will not take the opportunity to make a minor revision, the Faculty will ask the committee to complete their assessment based on the dissertation as it is.