



PhD – PROGRAMME

- Training component

- Leave of absence

- PhD–candidate
- Research Fellow

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The training component

- ▶ Compulsory and elective part
- ▶ 30 ECTS credits
- ▶ Application for approval of elements of the training component
 - ▶ Application 6 months before submitting the thesis at the latest
 - ▶ Application for approval of all elements at the same time



Compulsory part

- ▶ Basic course in medical and health related research – MEDMET – 8 credits
- ▶ Similar course for students at the quota programme – INTH301 – 6 credits
- ▶ Scientific Dissemination – FORMIDL901 – 6 credits
- ▶ Midterm evaluation – MEISF900 – 1 credit
mandatory from autumn 2009
- ▶ Course in use of animals in medical research



Scientific communication

- ▶ Participation and presentation of research results in;
 - National congress – 1 credit/congress,
 - max. 3 credits
 - International congress – 2 credits/congress,
 - max. 6 credits

Different presentations each time.



Scientific communication

- ❖ **Original lecture** – 1 credit, max. 3 credits
For master students / master level
- ❖ **Popular science article/chronicle in the candidate`s field of research** – 1 credit pr article, max. 2 credits
- ❖ **Research seminars** – 0,15 credits pr hour, max. 9 credits, active participation in the seminars should be documented
Not approved as scientific dissemination activities from spring 2011 onwards



Elective part



- ❖ **Research courses**
fixed credits or 0.15 credits per hour
- ❖ **Study or research stay at overseas institutions**
minimum 2 weeks, plan and reporting required
1.5 credit per week, max. 6 credits
- ❖ **Recognised speciality in medicine or dentistry**
5 credits, only for one speciality (no limit of 5 years)
for non-medical specialities, application is required
- ❖ **Scientific essay / Individual reading list / Other activities**

Limit of 5 years upon admission.

Leave of absence

▶ PhD-candidate

- Sick leave
- *Application*
- *Documentation*

- Maternity/Paternity leave
- *Application*
- *Documentation from MD and employer*

- Other
- *Regulations, content and duration.*

PhD-regulations

▶ Research Fellow at UiB

- Sick leave
- *Application*
- *Documentation*
- Maternity/Paternity leave
- *Application*
- *Documentation*
- *Forms*
- Welfare leave
- *2 weeks for taking care of mother and child*
- Other
- *Regulations.*

Regulations by law/acts, UiB, and Faculty

Sick leave



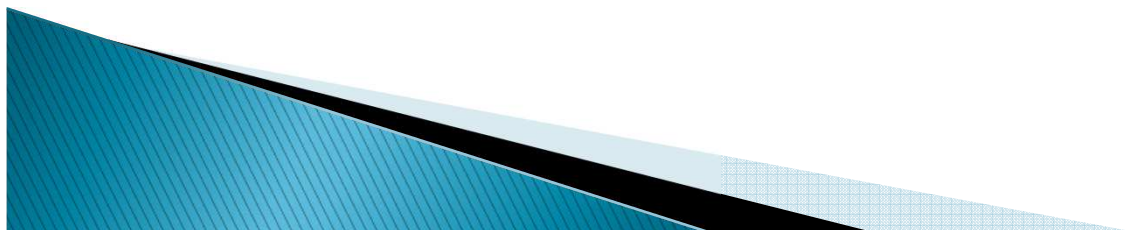
▶ PhD-candidate

- Application for extension of the period in the programme according to the leave of absence.
- Documentation required.

Application only if you need the extra time to finish the thesis. Application 6 months before submitting.

- For long time sick leave, application when you return to work, documentation sick note from your MD.

Remember to inform the funding part of all extensions of the project as soon as possible.



Sick leave



▶ Research Fellow

- Application for extension of the working contract
- AND the period in the PhD-programme according to the leave of absence.
- Documentation required.

Application only if you need the extra time to finish the thesis. Application 6 months before submitting.

- For long time sick leave, application when you return to work, documentation sick note.



Reportform for illness – Research Fellow



UNIVERSITY of BERGEN Reportform for illness part 1

This form consists of two parts. Part nr. 2 will only be filled in if the absence is related to the work environment

If the employee is partly ill and have received a sick note, do not use this form.

1. This part is filled in by the person who receive the message (manager or o

Name: _____ Personal Id number: (11 digits) _____

Dep: Dep of Public Health and Primary Health Care. Has today (date): _____

time: _____ called in sick due to:

- Egen sykdom Barns sykdom
 Egen sykdom m/sykemelding Barnepassers sykdom

Annen årsak

Expected days of absence _____ days.

Notes: _____

Date: _____ Signature: _____

Signs by the person who receive the message.

2. This part are filled in by the person whom have been absence

I was on sick leave from : _____ to: _____

Is your absence caused by the work situation or work environment?

Ja Nei

IF YES (ja), you have to fill in part 2 of this form.

If you have been home with sick children please fill in his/her date of birth: _____

I'm a single parent: Ja Nei

Date: _____ Signature: _____

Employee's signature

Return to head of department



Reportform for illness part 2

This part returns directly to head of department.

3. This part fills in by the person whom have been absence:

Name: _____ Personal ID number: (11 digits) _____

Dep: _____ Phone number to dep: _____

The undersigned was absent from work from: _____ to: _____
 due to illness as mentioned above.

4. Is the work situation and/or work environment the reason for your absence?

Ja, hovedårsak Ja, medvirkende Nei Usikker

If yes, please explain: _____

Are you capable to work, work partly; _____

Do you have any ideas how to arrange or organize work to improve the work situation?

Do you want an appointment with the health service? Ja Nei

Date: _____ Signature: _____

Employee's signature

Return to department

Up to 8 days in each report/ 24 days total in 12 months

First report 2 months after employed

Maternity/Paternity leave



- ▶ **Research Fellow**
- ▶ Application minimum 3 months before the leave of absence starts
- ▶ Enclose documentation on estimated date of birth
- ▶ Enclose form especially for the faculty
- ▶ Enclose copy of form sent to NAV

The working contract and the period in the PhD-programme will be extended accordingly.



Maternity / Paternity leave

▶ PhD-candidate

- Application for extension of the period in the programme according to the leave of absence
- Documentation required
 - * Copy of confirmation from your employer
 - * Estimated date of birth for the child

The application – to ISF as soon as you get the documentation needed.



Breastfeeding – Application – Reduction of working time/day – and/or extension of time in the PhD-programme



❑ Research Fellow

Full-time position = 2 hours per day

part-time = 1 hour per day / or unpaid

Documentation from your MD if breastfeeding after 9 months.

❑ PhD-candidate

Copy of acceptance from your employer



Other leaves of absence

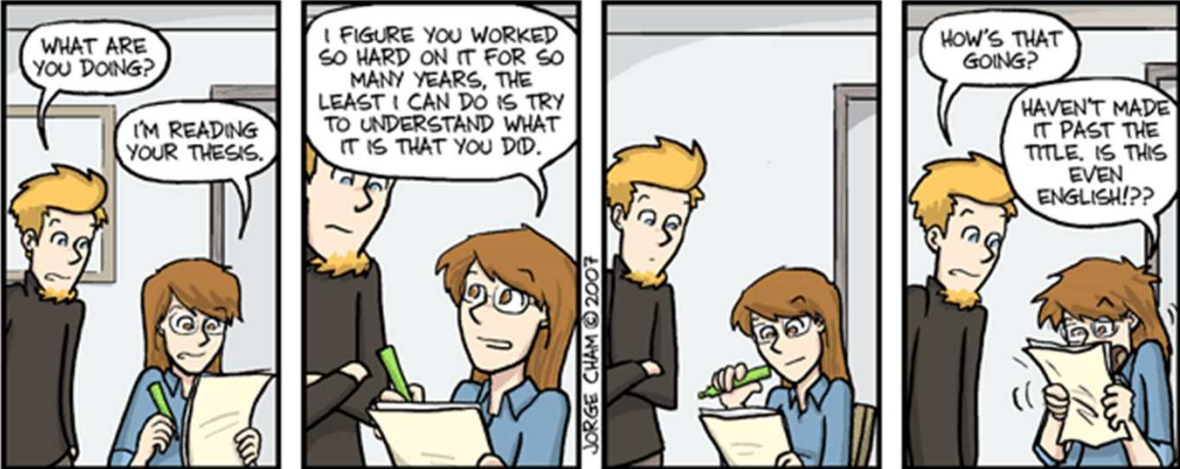
- ▶ Regulations – PhD and Research Fellow
 - Max. 6 months upon application
 - Must not delay the progress of the project
 - Recommended by main supervisor

Application for extension of the PhD–period and for the working contract.

Remember information to the funding part and the co-supervisors



Thank you for your attention 😊



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