

# Regulations relating to the degrees of Philosophiae Doctor (PhD) and Philosophiae Doctor (PhD) in Artistic research and development work at Østfold University College

This English translation is for information only. For all legal purposes [the original document in Norwegian](#) is the authoritative version.

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## Chapter 1. Introductory provisions (Sections 1 - 5)

### Section 1 Scope and extent of the Regulations

(1) These Regulations apply to education that leads to the two degrees Philosophiae Doctor (PhD) and Philosophiae Doctor (PhD) in artistic research and/or development work. The Regulations lay down the rules for admission to, implementation and completion of the doctoral educations, including joint degrees and cotutelle.

(2) Regulations governing Examinations, Admission to Study and Degrees at Østfold University College, adopted by the Board on 01.08.2018, apply to examinations in the academic coursework component of the doctoral educations long as they are not contrary to the PhD Regulations.

(3) For other provisions that govern matters related to the doctoral degrees, reference is made to the Act relating to Universities and University Colleges (2005), the Norwegian Qualifications Framework for Lifelong Learning (NQF, 2011), the Regulations concerning terms and conditions of employment for the posts of postdoctoral fellow, doctoral research fellow, research assistant and resident (2006), the Regulations relating to degrees and vocational training, protected titles and nominal length of study at universities and university colleges (2005), the Ministry of Education and Research's Regulations concerning quality assurance and quality development in higher education and tertiary vocational education (2010), NOKUT's Regulations concerning supervision of the educational quality in higher education (2017), the Act concerning the organisation of work on ethics and integrity in research (2017) and the European Charter for Researchers & Code of Conduct for the Recruitment of Researchers (2005).

### Section 2 Terminology

(1) The two degrees are hereinafter referred to collectively as *doctoral degrees* or individually as *academic PhD* and *artistic PhD*.

(2) The terms *doctoral work* and *project* are used for both degrees to refer to the work conducted during the agreed period from start to completion, *excluding* the required coursework component.

(3) The term *academic thesis* or *thesis* refers to the result of the academic doctoral work, cf. Section 12-1.

(4) The terms *artistic doctoral results* or *doctoral results* refer to the result of the doctoral work as submitted for assessment, cf. Section 12-2.

(5) The term *artistic result* only refers to the performative or creative artistic result.

(6) The term *faculty* also refers to *the Norwegian Theatre Academy* in these regulations.

(7) The term *dean* also refers to *artistic director* in these regulations.

## Section 3 Objectives, scope, and content of the doctoral educations

### Section 3-1 Objectives

(1) The objective of the doctoral educations is to qualify candidates to conduct academic research or artistic research and development work of a high international standard and to perform other types of work requiring a high level of academic or artistic insight and expertise in accordance with good academic practice and established ethical standards.

(2) The doctoral educations will provide the candidate with knowledge, skills, and expertise in accordance with the Norwegian Qualifications Framework. It will contribute to the internationalisation of research and artistic development work, academic communities and the individual candidate.

### Section 3-2 Scope and content

(1) The doctoral educations have a nominal duration of three (3) years of full-time study and includes a training component with a minimum scope of 30 ECTS credits.

(2) The most important component of the doctoral educations is an independent academic or artistic research project carried out under active supervision.

(3) In areas where the requirements for an academic doctoral education and an artistic doctoral education differ, this will be specified. This applies in particular to the criteria for admission (cf. Section 6-1), requirements for the doctoral work (cf. Section 12-1 and 12-2), elements of the doctoral examination (cf. Section 20) and assessment procedures (cf. whole of Section 14 and Section 16), and any other matters arising as a result thereof.

### Section 3-3 The academic PhD

The academic PhD is awarded on the basis of:

- a) approved completion of the required coursework (the training component)
- b) approved academic thesis, cf. Section 12-1
- c) approved trial lecture on the given topic
- d) approved public defence of the academic thesis

### Section 3-4 The artistic PhD

The artistic PhD is awarded on the basis of:

- a) approved completion of the required coursework (the training component), or any other approved academic education or competence
- b) approved artistic doctoral result; cf. Section 12-2
- c) approved public defence of the artistic doctoral work

## Section 4 Responsibility for the doctoral educations

- (1) The Østfold University College board has the overall responsibility for the doctoral educations.
- (2) The board determines which faculty that will have the academic and administrative responsibility for the doctoral educations. The rector manages the responsibility on behalf of the board.
- (3) The dean has the academic and administrative responsibility related to the execution of the doctoral educations. Regarding interfaculty doctoral educations, the deans of the participating faculties have a joint academic responsibility. The host faculty is responsible for organising this collaboration and has the administrative responsibility for the doctoral educations.
- (4) The rector sets the mandate and composition of the Central PhD Committee at Østfold University College. The rector appoints members to the Central PhD Committee.
- (5) The rector sets the mandate and composition of each individual PhD programme committee, hereinafter the programme committee. The dean(s) appoints members to the programme committees based on proposals from the academic community.

## Section 5 Quality assurance

The doctoral educations are subject to the quality assurance system at Østfold University College.

## Chapter 2. Admission. The doctoral education agreement (Sections 6 - 7)

### Section 6 Admission

#### **Section 6-1 Admission requirements**

- (1) To qualify for admission to the doctoral educations, the applicant must normally hold a master's degree. Upon assessment, the university college may approve other equivalent education as part of the basis for admission. For admission to a doctoral education in artistic research and development work, equivalent artistic competencies may be considered. The faculty, having the academic and administrative responsibility (Section 4 (2)), may, in supplementary rules, establish additional admission requirements.
- (2) An application for admission to a doctoral education must normally be submitted within three (3) months following the start of the research project that will lead to the PhD degree. If less than one (1) year of full-time work remains on the research project at the time of application, the applicant will be rejected, cf. Section 6-4.

#### **Section 6-2 Application**

- (1) Application for admission must be submitted to the institution by using the standardised application form.

(2) The application must include:

- Documentation of the education and the qualifications on which admission is to be based
- A project description that includes:
  - an academic outline of the project
  - a progress plan for the project
  - documentation of funding
  - any plans for periods to be spent at another institution
  - a plan for dissemination of results
  - information about any intellectual property restrictions in order to protect the rights of others
  - documentation of any special requirements regarding academic and material resources
- Plan for the training component
- Proposal for supervisors and proposal for the active academic or artistic research community to which the candidate will be affiliated with during the doctoral work
- An account of any legal and research ethics issues raised by the project and how these can be resolved. The application must state whether the project is dependent on permission from research ethics committees or other authorities, or from private actors such as research subjects, patients, parents, etc. If possible, such permission should be obtained in writing and attached to the application.

The faculty may set requirements regarding further documentation.

(3) The faculty may set a residency requirement. Information about residency requirements must be readily available.

### **Section 6-3 Infrastructure**

(1) The candidate must have the necessary infrastructure available for executing the project. The decision of what is considered necessary infrastructure is made by the faculty the candidate is affiliated with, and this must be clarified as part of the admission process, cf. Section 6-2.

(2) For candidates with external funding or an external workplace, an agreement must be entered into between Østfold University College and the external party in regards to the individual project. As a general rule, the agreement must be signed prior to the formal admission of the candidate, or immediately afterwards.

### **Section 6-4 Admission decision**

(1) Decision on admission is made by the programme committee and is based on an overall assessment of the application.

(2) Specific criteria may be established for ranking qualified applicants when the number of applicants exceeds the programme capacity.

(3) The decision of admission will normally include the appointment of supervisors, assignment of responsibility for dealing with other needs outlined in the application, and specification of the starting and completion dates, cf. Section 6-1. The start date normally corresponds with the start

date of the funding. Any extension of the agreement period must be related to the rights of employees or specifically clarified in relation to the candidate's basis for funding.

(4) Conditional admission may be granted if certain conditions for admission are not met at the time of admission. In such cases, the applicant will be given a deadline no longer than three (3) months before which they must meet the missing conditions.

(5) Admission should normally be refused if:

- funding is not secured for the entire agreement period
- agreements with external third parties will impede the doctoral work being made available to the public and its public defence
- the intellectual property agreements entered into are unreasonable
- the applicant will not be able to fulfil the requirement that a minimum of one year of the project is to be completed after the candidate has been admitted to the doctoral education, cf. Section 6-1.

### **Section 6-5 Agreement period**

(1) The doctoral education has a nominal duration of three (3) years of full-time study. Excluding statutory leaves of absence, the maximum period of study is six (6) years from the start date to the public defence. In the event of statutory interruptions, the agreement period is extended accordingly.

(2) The dean may decide to extend the agreement period based upon an application explaining the grounds for extension. If an extension is granted, the dean may specify additional terms and conditions.

(3) When the agreement period ends, the parties' rights and obligations cease in accordance with the doctoral education agreement. In such cases, the candidate may lose their right to supervision, course participation and access to the University College's infrastructure. However, the candidate may apply for assessment of their doctoral work after the maximum period of study has been exceeded.

### **Section 7 The PhD agreement**

(1) Admission to the University College's doctoral education is formalised by having a written agreement signed by the candidate, the supervisor(s) and the dean of the faculty at which the candidate is admitted. The agreement regulates the rights and obligations of the parties during the admission period. It shall ensure that the candidate participates regularly and contributes actively to the academic community and facilitates the candidate's completion of the doctoral education within the agreed period. The institution, hereby the Central PhD Committee sets the doctoral education agreement form.

(2) For candidates with funding from, employment at, or other contributions from an external party, a separate agreement must be entered into between the candidate, the institution, and the external party.

(3) In cases where the candidate is to be affiliated with an institution outside Norway, guidelines for such collaboration must be complied to and separate standardised agreements must be entered into. Such agreements shall normally be attached to the doctoral education admission agreement.

(4) In the event of significant changes to the agreed conditions, a new agreement must be prepared and approved by the dean.

## Chapter 3. Execution (Sections 8 - 13)

### Section 8 Voluntary and forced termination

#### **Section 8-1 Voluntary termination**

(1) The candidate and the university college may agree on termination of the doctoral education prior to expiry of the agreement period. In the event of such termination of the doctoral education, it must be specified in writing how issues related to employment, funding, rights to results, and so forth are to be resolved.

(2) In the event of voluntary termination resulting from the candidate's wish to change the project, the candidate must submit a new application based on the new project.

#### **Section 8-2 Forced termination**

(1) The Central PhD committee may decide on forced termination of the doctoral education prior to expiry of the agreement period pursuant to Section 4-13, first paragraph of the Act relating to Universities and University Colleges. Forced termination can be decided if one or more of the following conditions exist:

- Significant delay in the completion of the training component due to circumstances within the candidate's control.
- Repeated or serious violations of the candidate's obligations to inform, follow up or report, including failure to submit a progress report, cf. Section 11-1.
- Delay in the progress of the project to such an extent that it creates reasonable doubt as to whether the candidate will be able to complete the project in the agreed time. To be valid grounds for forced termination, the delay must be due to factors within the candidate's control.
- Violation of the research ethics guidelines that apply to the subject area, including cheating, pursuant to Section 4-7 of the Act relating to Universities and University Colleges.
- Behaviour by a candidate that violates the trust that must exist between the University College and a candidate during the doctoral education, including criminal offences related to the completion of the doctoral education.

(2) The Board of Student Affairs may decide on forced termination of the doctoral education pursuant to Section 4-13, first paragraph of the Act relating to Universities and University Colleges.

(3) The faculty may decide on forced termination of the doctoral education pursuant to Section 4-13, second paragraph of the Act relating to Universities and University Colleges.

(4) Candidates may be dismissed from employment when there are valid grounds in circumstances relating to the institution or to the candidate cf. Sections 19 and 20 of the Act relating to Civil Servants or is dismissed pursuant to Section 26.

## Section 9 Supervision

The work on the doctoral project must be performed under individual supervision. The institution and supervisors shall together ensure that the candidate participates in a community with active research or artistic development work.

### Section 9-1 Appointment of academic supervisors

- (1) The candidate shall have at least two supervisors, one of whom is designated as the main supervisor. Both the main supervisor and the co-supervisor shall be identified at the time of admission.
- (2) The main supervisor has the primary responsibility for the candidate's academic or artistic development and project execution in accordance with the progress plan, and should normally be employed at Østfold University College. If programme committee appoints an external main supervisor, a co-supervisor employed at Østfold University College must be appointed.
- (3) Co-supervisors are academic or artistic professionals who provide guidance and who share the academic or artistic responsibility for the candidate with the main supervisor.
- (4) The impartiality provisions in Sections 6-10, Second Chapter of the Public Administration Act concerning disqualification apply to the academic supervisors.
- (5) All supervisors must hold a PhD or equivalent qualifications and be active within their discipline.
- (6) Regarding a doctoral education in artistic research and development work, the main supervisor shall have artistic competence at PhD level within relevant fields of study.
- (7) At least one of the appointed supervisors shall have experience from supervision of candidates and preferably have supervised one or more candidates until completion of a doctoral education.
- (8) The candidate and supervisor may request that a new supervisor is appointed for the candidate or that the main and co-supervisor swap roles. The supervisor cannot cease to supervise the candidate until a new supervisor has been appointed. Any disputes regarding the academic rights and obligations of the supervisor and the candidate can be reported by either party to the faculty for review and decision.

### Section 9-2 Content of the academic supervision. The supervisor's duties

- (1) The candidate and the main supervisor are both responsible for ensuring that the candidate has regular contact with their supervisors. The frequency of contact must be stated in the annual progress report, cf. Section 11-1.
- (2) As soon as possible, and no later than three (3) months after admission, the candidate and the main supervisor shall together review the project description and consider any need for adjustments. Significant changes to the project description must be approved by the programme committee.

(3) The supervisors are obligated to keep themselves informed regarding the progress of the candidate's work and assess it in relation to the project description's progress plan, cf. Section 6-2.

(4) The supervisors are obligated to follow up on academic issues that may result in a delay in the doctoral education, so that it can be completed within the standard time frame.

(5) The supervisors shall advise candidates on the formulation and delimitation of topics and research questions, discuss and assess methods and results, discuss arrangements, execution, forms of documentation and presentation, and advise the candidate in the relevant academic discourse. In addition, the supervisors must ensure that the candidate receives guidance in academic and research-ethical issues related to the doctoral work.

## Section 10 The training component

### Section 10-1 Purpose, content and scope

(1) The doctoral education shall be set up in a manner that enable completion within the standard time frame.

(2) The programme committee is responsible for ensuring that the training component, together with the doctoral work, provides education at a high academic level in accordance with international standards. This includes training in academic dissemination and an introduction to ethics, theory and methodology. Together with the doctoral work, the training component must contribute to the achievement of the expected learning outcomes in accordance with the Norwegian Qualifications Framework.

(3) It is expected that the candidate will contribute to the institution's academic community, for example through activities such as seminars, workshops, and dissemination tasks. The institution and the supervisor will systematically follow up the activities to ensure that the contact with the academic community is systematically planned and maintained.

(4) The training component must consist of a minimum of 30 ECTS credits, of which at least 20 ECTS credits must normally be completed after admission. Elements that are to be included as part of the training component should not have been completed more than two (2) years prior to the date of admission. Exemption may be granted if there are extraordinary reasons for this.

(5) If the university college does not itself offer the entire training component, conditions must be put in place to ensure that the candidate receives equivalent training from other institutions.

(6) Courses at doctoral education level from another institution will be approved in accordance with the provisions of Sections 3-5 e of the Act relating to Universities and University Colleges.

(7) The Institution should offer candidates advice and guidance on future career opportunities within and outside academia, including consciousness of the competencies that the candidate has acquired through their doctoral work.

### Section 10-2 The candidate's rights in the event of a leave of absence

Candidates on parental leave from the doctoral education may still attend classes and sit for examinations in courses and training that will be included as part of the candidate's required training component, in accordance with § 14-10, fourth paragraph, of the National Insurance Act and the circular from the Norwegian Labour and Welfare Administration § 14-10 fourth paragraph, 18 December 2006, last amended 30 June 2009.

## Section 11 Reporting and midterm evaluation

### Section 11-1 Reporting

(1) The university college's quality assurance system for education includes measures to identify lacking or inadequate progress reporting. The quality assurance system has routines designed to follow up identified deficiencies. The system shall normally include annual and separate reporting from the candidate and supervisor on standardised forms and shall be treated as confidential when warranted by the information therein.

(2) The candidate and supervisor have equal responsibilities for reporting. Failure to submit a progress report or inadequate progress reporting from the candidate may result in forced termination before the end of the agreement period, cf. Section 8 (2). Supervisors who fail to follow up on the reporting requirements may be relieved of their supervisory responsibilities.

(3) The institution may, if necessary, establish special reporting.

### Section 11-2 Midterm evaluation

(1) A midterm evaluation of the doctoral work should normally take place in the third or fourth semester. The Faculty determines the guidelines for the content and form of the midterm evaluation.

(2) The candidate must present their work and be evaluated by a group of at least two persons appointed by the programme committee. The evaluation committee must consider the academic status and progress of the doctoral work and must provide feedback to the candidate, the supervisor and the programme committee.

(3) If the evaluation committee reports significant weaknesses in the doctoral work, steps must be taken to rectify the situation.

## Section 12 The PhD thesis or the artistic doctoral work

### Section 12-1 Requirements for the academic thesis

(1) The academic thesis is to be an independent piece of research work or research and development work that meets international standards in terms of ethical requirements, academic level and methodology within the discipline.

(2) The thesis must contribute to the development of new academic knowledge and must be at a level that merits publication or presentation to the public in an appropriate format as part of the research-based development of knowledge within the discipline.

(3) The thesis may consist of a monograph or a compilation of several scientific works. If the thesis consists of several smaller scientific pieces of work, their interrelatedness must be accounted for in the introductory part. The introductory part must summarise and compile research questions, theories, methods and conclusions in the sub-works so that the coherence of the thesis is clearly documented.

(4) The scientific thesis may also consist of a written component in combination with a permanently documented product or production. In such cases, the works must together meet the requirements for an independent piece of research work for the degree of PhD in accordance with international standards within the discipline. The faculty may set additional requirements regarding the proportion of the product or production in terms of scope or content.

(5) The programme committee decides which languages may be used in a thesis, cf. Section 6-1.

(6) The candidate is obligated to process research data in accordance with the Institution's guidelines.

### **Section 12-2 Requirements for the result of the artistic doctoral work**

(1) The artistic doctoral result must be an independent piece of artistic development work that meets international standards in terms of level and ethical requirements within the discipline. Artistic practice must be at the core of the doctoral result. At the same time, the artistic practice must be accompanied by an explicit reflection that, when presented with the project, allows others to take part in the way of working and the insight generated by the artistic development work.

(2) The artistic doctoral work must be at a level that enables it to contribute to the development of new knowledge, insight and experience within the discipline.

(3) The result of the artistic doctoral work may consist of one or more parts or a collection of works that make up a whole. If the artistic result consists of several smaller pieces of work, the interrelatedness must be accounted for by the candidate.

(4) Normally, only works produced after admission to the doctoral education are to be included, but in exceptional cases, previous work can be used if it has been stated in the project description.

(5) The result of the artistic doctoral work must be artistic work of high quality in terms of originality, expression, coherence and dissemination. The result of the artistic doctoral work must be presented publicly, cf. Section 19-2.

(6) The artistic reflection must be documented in the form of submitted material, especially with respect to

- the process with regard to artistic choices and turning points, use of theory and methods, dialogue with different networks and academic communities etc.
- positioning and description of the candidate's personal artistic point of view and work in relation to the relevant subject area, nationally and internationally
- contribution to academic development in the field, including any subject-related innovations.

(7) The candidate chooses the medium and form of the reflection section and for any other documentation.

(8) The faculty decides which languages may be used for reflection and documentation. Where language is included in the doctoral result, the material must be available in English.

(9) The artistic doctoral work must be documented in a permanent format.

### **Section 12-3 Joint work and co-authorship**

(1) Doctoral work produced through collaboration between several partners may be submitted for assessment if the individual contributions can be identified.

(2) For works that have been created in collaboration with several partners or co-authors, the candidate must follow the norms for crediting contributions that are generally accepted in the academic community and in accordance with international standards.

(3) For academic thesis, which normally consists of several publications, the candidate must normally be listed as the main contributor to at least half of the articles.

(4) A doctoral work with several contributors must include a signed declaration that describes the candidate's contribution to each piece of work. Both the candidate and the other contributors must sign the declaration.

### **Section 12-4 Work that may not be submitted**

(1) Work or parts of a work that has been approved as the basis for previous examinations or degrees may not be submitted for assessment unless the work is included as a minor part of a doctoral work consisting of several related pieces. However, data, analyses or methodologies from previous degrees may be used as the basis for the work on the PhD project.

(2) Published works may not be accepted as part of the doctoral work if, at the time of admission, they are older than five (5) years. Individual programme committees may grant exemptions from this requirement in extraordinary cases.

(3) The academic thesis or the artistic doctoral work may only be submitted for assessment at one educational institution, cf. 14-2 and 14-3.

## **Section 13 Obligation to report research results with commercial potential**

(1) The intellectual property rights of collaborating institutions must be formalised in a separate agreement.

(2) The regulations in force at any given time at Østfold University College shall form the basis for the candidate's obligation to report on research results with commercial potential that are produced during their employment at the university college.

(3) For candidates with an external employer, a corresponding obligation to report must be stipulated in an agreement between Østfold University College, the candidate, and the external employer.

(4) For candidates without an employer, a corresponding obligation to report must be stipulated in the admission agreement between Østfold University College and the candidate.

## Chapter 4. Completion (Sections 14 - 23)

### Section 14 Submission and application for assessment

#### **Section 14-1 Basis for assessment**

- (1) The requirements for conferring the doctoral education are set out in sections 3-3 and 3-4.
- (2) Application for assessment takes place through submission of an academic thesis cf. section 14-2, or through application for assessment of an artistic doctoral work cf. section 14-3.
- (3) The main supervisor is responsible for notifying the parties that are academically and administratively responsible for the doctoral education and the programme committee that submission is imminent, so that the necessary preparations can be made.
- (4) The main supervisor should normally recommend the submission and application for assessment.

#### **Section 14-2 Application for assessment of the academic thesis**

- (1) Application for assessment of the thesis may only be submitted after the required coursework component has been approved.
- (2) The following must be submitted with the application:
  - The academic thesis submitted in the form determined by the faculty.
  - Documentation that the required coursework component has been completed and approved.
  - Documentation of necessary permissions.
  - Declarations from co-authors where required, in accordance with section 12-3.
  - A statement specifying whether the doctoral work is being submitted for assessment for the first or second time.
  - A declaration stating that the doctoral work has not been submitted for assessment at another institution.
  - Statement from main supervisor.
- (3) The institution must ensure that the time between submission of the thesis for assessment and its public defence is as short as possible, normally not longer than six (6) months.

#### **Section 14-3 Application for assessment of the artistic doctoral work**

- (1) The following must be submitted with the application:
  - An account of what should form the basis for the assessment, including a plan of where, when and how the artistic result is to be publicly presented.

- An account of the choice of medium, language and form of the reflection component, and the date of submission, section 16-2.
- An account of how the required coursework component is fulfilled, and of any other academic training or competencies.
- Documentation of necessary permissions.
- Plan for approved documentation and archiving in permanent format of the entire doctoral work.
- Statement from collaborative partners where required, cf. section 12-3.
- A statement specifying whether the doctoral work is being submitted for assessment for the first or second time.
- A declaration stating that the doctoral work has not been submitted for assessment at another institution.

(2) The application must be sent to the institution no later than three (3) months before the scheduled date of the presentation of the artistic result.

(3) The institution must ensure that the time between submission and public defence is as short as possible, normally not longer than six (6) months.

#### **Section 14-4 Processing of the application**

(1) The programme committee processes the application for assessment of the doctoral educational work. Applications that do not fulfil the requirements defined in sections 14-2 or 14-3 must be rejected.

(2) The programme committee may reject an application for assessment if it is obvious that it does not meet a high enough standard and is bound to be rejected by a committee.

#### **Section 15 Appointment of an assessment committee**

(1) When the programme committee has approved an application to have the doctoral educational work assessed, an expert committee of at least three members will be appointed to assess the doctoral educational work, the examination on a specified topic and the public defence. The impartiality rules in section 6 of the Public Administration Act apply to the committee members.

(2) The composition of the assessment committee should normally be clarified at the time of submission.

(3) The assessment committee is normally to be such that:

- at least two genders are represented
- at least two of the members are not affiliated with Østfold University College
- at least one of the members holds a main position at a foreign institution
- one of the members is permanently employed at Østfold University College
- all members have a PhD or equivalent qualifications

An explanation must be provided if these criteria are departed from. .

(4) On recommendation from the supervisors, the programme committee nominates the assessment committee. The composition of the committee must be justified, and it must show how it covers the interdisciplinary fields of the doctoral work. A committee chairperson shall be appointed, and this shall normally be the committee member employed at Østfold University College. The committee chairperson shall normally not act as a first or second opposing member.

(5) Appointed supervisors and others who have contributed to the doctoral work may not be members of the assessment committee or administer it.

(6) When required, the institution may appoint an alternate member to sit in the assessment committee.

(7) The candidate must be notified of the proposed composition of the committee and be given the opportunity to submit written comments no later than one week after the proposal has been made known to the candidate.

## Section 16 Duties of the assessment committee

The assessment committee must be familiar with Østfold University College's PhD regulations and guidelines for assessment.

### Section 16-1 Assessment of the academic thesis

(1) The assessment committee may request to see material that forms the basis of the candidate's thesis as well as supplementary or clarifying additional information.

(2) The assessment committee may ask the supervisor to provide an account of the supervision and work on the project.

(3) Based on the submitted thesis and any additional material (cf. section 18-1), the assessment committee may recommend that the programme committee permits the candidate to make minor revisions before a final recommendation is given. The assessment committee must provide a written summary of the specific items that the candidate must rework.

(4) If the programme committee permits minor revisions to the thesis, a deadline normally not exceeding three (3) months must be set. A new deadline for submission of the assessment committee's final report must also be set. The candidate may not appeal the institution's decision pursuant to this subsection.

(5) If the committee finds that extensive changes related to the theory, research questions, material or methodology are necessary before the thesis can be deemed worthy of public defence, the committee must reject the thesis.

### Section 16-2 Assessment of the artistic doctoral work

(1) The assessment committee must receive an account of what should form the basis for the assessment, including a plan for where, when and in what way the artistic result will be presented publicly, cf. section 14-3, and when and in what form the reflection component should be submitted.

(2) Before the assessment committee starts its work, the faculty must, in a meeting with the committee, review the objectives and profile of the doctoral programme and the responsibilities and tasks of the assessment committee.

(3) If the public presentation of the artistic result takes place in the form of an exhibition, performance, installation or other time and location-specific presentation, the entire assessment committee must normally be present at the same time.

(4) The entire result of the doctoral work must be available at the public presentation. If the candidate wants parts of the result of the doctoral work be made available to the committee before the public presentation, this must be available to the committee no later than four weeks before the public presentation of the result of the doctoral work.

(5) If the committee finds that extensive changes are necessary before the artistic doctoral work can be deemed worthy of a public defence, the committee must reject it. The candidate is not given the opportunity to make any revisions to the work.

### **Section 16-3 The assessment committee's report**

(1) The assessment committee submits a reasoned report stating whether the doctoral work is worthy of defence for the doctoral degree. All parts of the submitted or presented documentation must be discussed in relation to the criteria defined in section 12-1 or section 12-2. The report ought to be discursive and end with a clear conclusion regarding whether the work should be approved. Any dissenting opinions or individual statements by committee members must be included in the report, with an explanation of the reasons.

(2) The assessment committee submits its report to the institution.

(3) The assessment committee's report must be available no later than three (3) months after the committee has received the academic thesis or all parts of the submitted or presented documentation of the artistic doctoral work.

(4) If the committee permits minor revisions to the academic thesis, a new deadline will run from the date the work is resubmitted.

(5) The assessment committee's report is submitted to the programme committee, which then presents it to the candidate. The candidate is given ten (10) working days within which to make written comments on the report. If the candidate does not wish to make any comments, the programme committee must be notified of this in writing at the first opportunity.

(6) Any comments from the candidate must be sent to the faculty. The faculty makes the final decision on the matter, cf. section 17.

### **Section 16-4 Correction of formal errors**

(1) A doctoral work that has been submitted or presented may not be modified or withdrawn until a final decision has been made on whether it is worthy of defence for the PhD degree.

(2) However, the candidate may correct formal errors after submission or presentation. For a PhD in artistic development work, this applies only to the reflection component. The application must include a complete overview of the errors (errata) which the candidate wishes to correct.

Applications for correction of formal errors must be submitted no later than four (4) weeks before the committee's deadline for submission of a recommendation and can only take place once.

## Section 17 The institution's procedures relating to the assessment committee's report

(1) Based on the assessment committee's report, the programme committee decides whether the doctoral work is worthy of defence.

### *Unanimous decision*

(2) If the assessment committee makes a unanimous positive or negative decision and the programme committee finds that the unanimous decision should be used as the basis for its final decision, the programme committee will make the final decision in accordance with the unanimous decision.

(3) If the programme committee finds that there are valid reasons to doubt whether the assessment committee's unanimous positive or negative decision should be used as the basis for its final decision, the programme committee must request further clarification from the assessment committee and appoint two new experts who will submit individual evaluations of the doctoral work. Such additional statements or individual statements must be presented to the candidate, who will be given the opportunity to make comments.

(4) The programme committee makes the final decision based on the assessment committee's report and the statements obtained.

### *Non-unanimous decision*

(5) If the assessment committee's decision is non-unanimous and the programme committee chooses to use the majority's opinion as the basis for its final decision, the institution will make the final decision in accordance with the majority's decision. If the assessment committee's decision is non-unanimous and the programme committee considers using the minority's opinion as the basis for its final decision, the programme committee may request further clarification from the assessment committee and/or appoint two new experts who will submit individual evaluations of the doctoral work. Such additional evaluations or individual statements must be presented to the candidate, who will be given the opportunity to make comments. If both new experts agree with the majority's decision in the original committee decision, the majority's opinion must be followed.

(6) The candidate will be informed of the outcome after procedures related to the evaluations by the new experts have been completed.

## Section 18 Application for resubmission

(1) A doctoral work that is found not worthy of defence may be resubmitted for assessment in a revised form no earlier than six (6) months after the programme committee has made its decision. A new assessment committee will then be appointed where at least one of the members of the original committee should be reappointed. A doctoral educational work can only be resubmitted for assessment once.

(2) The final deadline for resubmission is two (2) years after the institution decided not to approve the original result.

(3) A candidate who submits a new application for assessment must clearly state that the work has previously been assessed and was found not worthy of defence, cf. sections 14-2 and 14-3.

## Section 19 Making the doctoral work available to the public

### **Section 19-1 Requirements related to making the doctoral work available to the public**

(1) The academic thesis or artistic doctoral work must be made available to the public. There are different requirements concerning the publication of the academic thesis and the artistic doctoral work respectively, cf. section 19-2.

(2) The candidate must submit a brief summary of the thesis or doctoral work in English and Norwegian. The summary must be made public.

### **Section 19-2 Publication**

(1) The academic thesis must be made publicly available no later than two (2) weeks before the date of public defence. The thesis should be made available in the form in which it was submitted for assessment, or following revisions based on the committee's preliminary comments, cf. section 16-1.

(2) The artistic doctoral work must be presented publicly. The reflection component and any other material included in the assessment must be made publicly available no later than two (2) weeks prior to the date of the public defence. The material should be made available in the form in which it was submitted for assessment, cf. section 16-2.

(3) The artistic result must be documented in a permanent format and archived together with the reflection component.

(4) No restrictions may be placed on the publication of the doctoral educational work, except in the event of a prior agreement concerning a delay in the date of publication. Such a postponement may take place so that the university college and any external party that has fully or partially funded the candidate's doctoral education can consider potential patenting or alike. An external party cannot demand that all or part of the thesis or the artistic doctoral work be withheld from the public domain, cf. section 6.

(5) In connection with publication or public presentation, candidates must follow the applicable guidelines regarding the crediting of institutions. The main rule is that an institution must be mentioned if it has made a necessary and substantial contribution to, or basis for the published work. Other institutions must also be credited if they meet the requirements regarding participation.

## Section 20 Doctoral examination

### **Section 20-1 Trial lecture for the academic thesis**

(1) After the academic thesis has been submitted for assessment, the candidate must hold a trial lecture. This is an independent part of the doctoral examination. The purpose is to test the candidate's ability to acquire knowledge outside their area of specialisation and their ability to convey this knowledge in a lecture setting.

(2) The assessment committee sets the assignment and undertakes the assessment. The title of the examination will be announced to the candidate ten (10) working days before it is due to take place. The topic must not be directly related to the topic of the doctoral work.

(3) The assessment committee determines whether the candidate passes the examination on the assigned topic or not. If the candidate is assessed as not passing the examination, the assessment committee must justify its decision.

(4) The examination on the assigned topic must be passed before the public defence can be held.

### **Section 20-2 Public defence (disputation)**

(1) The public defence of the doctoral work must take place no later than two (2) months after the Institution has found the work worthy of defence.

(2) The time and place of the public defence must be announced at least ten (10) working days before it is due to be held.

(3) The committee that originally assessed the doctoral work must also assess the public defence. The public defence is executed in the same language as the doctoral work, unless the programme committee approves another language following a proposal from the assessment committee.

(4) There are normally two opponents. The two opponents must be members of the assessment committee and are appointed by the programme committee.

(5) The public defence will be chaired by the person authorised by the institution. The chair of the defence provides an account of the submission and assessment of the doctoral work, and the result of the examination on the assigned topic (cf. Section 20-1). The candidate then provides an account of the purpose and findings of the doctoral work.

(6) The first opponent starts the questioning, and the second opponent concludes the questioning. The programme committee may decide on a different distribution of tasks assigned to the opponents and between the candidate and the first opponent. After both opponents have concluded their questioning, members of the audience will have the opportunity to comment *ex auditorio*. One of the opponents concludes the questioning. The chair of the defence concludes the public defence.

(7) The assessment committee makes a recommendation to the programme committee explaining how it has assessed the defence of the doctoral work. The report must conclude with a statement as to whether the public defence is passed or not passed. The report must be substantiated if the committee does not recommend approval of the public defence.

### **Section 21 Approval of doctoral examination**

(1) The programme committee makes the final decision on approval of the academic doctoral examination based on the assessment committee's recommendation.

(2) If the programme committee does not approve the results of the trial lecture, cf. section 20-1, a new examination must be held on a new topic, no later than six (6) months after the first attempt. A new examination on the assigned topic can only be held once. As far as possible, the new examination must be assessed by the same committee that assessed the original examination, unless the programme committee decides otherwise.

(3) If the programme committee does not approve the public defence, the candidate may defend the doctoral work one more time. A new defence can be held after six (6) months and assessed, if possible, by the same committee that assessed the original defence.

## Section 22 Conferral of the degree and diploma

(1) Based on the programme committee's decision that the training component and all parts of the doctoral examination have been approved, the degree of *Philosophiae Doctor* or *Philosophiae Doctor in artistic development work* will be conferred on the candidate.

(2) The diploma is issued by Østfold University College. The diploma contains information about the academic training the candidate has participated in. The university college determines which additional information will be included in the diploma. The diploma is to be signed by the dean of the hosting faculty.

(3) Østfold University College also issues a ceremonial doctoral diploma in addition to the diploma. The diploma may be awarded at a ceremony.

## Section 23 Diploma Supplement

Østfold University College issues a diploma supplement in accordance with applicable Diploma Supplement guidelines.

## Chapter 5. Appeals, supplementary provisions and entry into force (Sections 24 - 27)

### Section 24 Appeals

**Section 24-1 Appeals against rejection of an application for admission, a decision of forced termination, a decision to terminate admission, appeals against a rejection of an application for approval of part of the training component**

Rejection of an application for admission, a decision of forced termination, a decision to terminate admission and appeals against a rejection of an application for approval of parts of the required coursework component may be appealed under the provisions set out in the Act relating to Universities and University Colleges.

### **Section 24-2 Appeals against grades or procedural errors in examinations in the required coursework**

(1) Examinations taken as part of the training component may be appealed pursuant to section 5-3 of the Act relating to Universities and University Colleges 'Appeals regarding a student's grade – right to explanation' and section 5-2 'Appeals regarding procedural errors in connection with examinations'.

(2) Procedures regarding suspected plagiarism, cheating or attempted cheating must follow Østfold University College's established guidelines for plagiarism and cheating.

### **Section 24-3 Appeals against rejection of an application for assessment, unapproved thesis or artistic doctoral work, trial lecture or other examination on an assigned topic, or public defence**

(1) Rejection of an application for assessment of doctoral work and a decision not to approve doctoral work, a compulsory examination or public defence may be appealed under the provisions of section 28 of the Public Administration Act.

(2) The Institution's Board for Student Affairs is the appeals body, cf. section 4-13, 4 of the Act relating to Universities and University Colleges.

(3) If the appeal body handling the appeal finds it necessary, individuals or a committee may be appointed to undertake an evaluation of the assessment and the criteria on which it was based, or to undertake a new or supplementary expert assessment.

## [Section 25 Guidelines and supplementary provisions](#)

The University College Board may stipulate guidelines and supplementary provisions within the framework of this regulation, and in accordance with proposals from the relevant programme committee.

## [Section 26 Joint degrees and cotutelle agreements](#)

### **Section 26-1 Joint degrees and cotutelle agreements**

(1) The university college may enter into agreements with one or more Norwegian or foreign institutions regarding collaboration in the form of joint degrees or cotutelle agreements.

(2) In connection with agreements on joint degrees and cotutelle agreements, the rector or the person authorised by the rector may grant an exemption from these regulations, if this is necessary due to the regulations at the collaborating institutions. Such exceptions, both individually and together, must be fully justifiable in respect of the requirements concerning academic quality that

apply to an equivalent PhD degree at Østfold University College. The provisions concerning the qualifications required for admission, the requirement that the doctoral work must be made available to the public, and the requirement for a public defence assessed by an impartial assessment committee may not be departed from.

### **Section 26-2 Joint degrees**

(1) The term 'joint degree' is defined as a collaboration between multiple institutions in which they all are jointly responsible for admission, supervision, the conferral of the degree, and other elements described in these Regulations. The collaboration is normally organised in a consortium and is regulated in an agreement between the members of the consortium. For a completed joint degree, a joint diploma is issued in the form of: a) a diploma issued by all consortium members, b) a diploma from each of the consortium members, or a combination of a) and b).

(2) A joint degree is normally only entered into if there is already an established, stable academic collaboration between Østfold University College and at least one of the other consortium members. The university college board adopts more detailed guidelines for joint degree collaborations, including templates for collaboration agreements. cf. first paragraph.

### **Section 26-3 Cotutelle agreements**

The term 'cotutelle agreement' is defined as the joint academic supervision of candidates and collaboration on the doctoral training of candidates. A cotutelle agreement must be entered into for each individual candidate and should be based on stable, academic collaboration between the institutions.

### **Section 26-4 Requirements relating to joint degrees and cotutelle agreements**

(1) As a minimum, agreement on joint degrees and cotutelle agreements must regulate admission, funding, required coursework, supervision, requirements concerning residency at the institutions, reporting requirements, the language of the doctoral work, the form of the doctoral work, assessment of the doctoral work, conferral of the degree, the diploma, and the intellectual property rights to the results. The agreement is to be signed by the rector.

(2) The doctoral education at the collaborating institutions must have a corresponding scope regarding the stipulated time of study. The candidate must be admitted to both institutions.

## **Section 27 Entry into force**

These Regulations enter into force on 1 August 2023.