

## **Guidelines for assessment of applications for admission to doctoral education at Western Norway University of Applied Sciences**

Adopted September 28, 2017

This document is available in both Norwegian and English. In case of doubt about the meaning of the English translation, the original Norwegian document will be regarded as the authoritative version.

The Board of Western Norway University of Applied Sciences has delegated responsibility to the programme committee for the given ph.d.-programme in the following questions related to admission to doctoral education:

- Admission of PhD-candidates
- Approving supervisors, scientific description of the project, plan for required coursework and progress plan

To be eligible for admission to doctoral education, applicants must normally have completed a Master's degree, c.f. the descriptions in the second cycle of the national qualifications framework. As a general rule, an application for admission to doctoral education must be submitted within 3 months after the starting date of the research project that will result in a PhD degree. The programme committee of each PhD programme decides which educational backgrounds qualify for admission to the PhD programme, and may set other qualifications as the basis for admission. For more information about qualification requirements, see the programme description for the given PhD programme.

The minimum requirements for what the application must include are described in Section 2-2 of Regulations for the Doctor of Philosophy Degree (PhD) at Western Norway University of Applied Sciences.

### **General assessment criteria and decision to grant admission**

Decision to grant admission is based on an overall assessment of the application.

Admission may be granted subject to funding plan, admission capacity, additional education and agreements on intellectual property rights.

The formal admission letter will appoint at least one academic supervisor, assign responsibility for dealing with other needs outlined in the application, and establish

the start and end dates of the agreement period. Any extension of the agreement period must be related to rights as an employee, or be subject of a separate agreement.

Admission will be denied if copyright agreements prevent publication and a public defence of the doctoral thesis, the agreements on intellectual property rights that have been entered into are so unreasonable that the university college should not be involved in the project, or the applicant cannot fulfil the requirements which states that a minimum of one year of the project must be carried out after the candidate has been granted admission to doctoral education.

Six main criteria will be emphasized in the assessment of applications for admission to doctoral education at Western Norway University of Applied Sciences. These are shown in the table below. *All of the criteria are necessary requirements for admission.*

Main criteria	Qualification requirements
1. Educational background	High academic standards, normally documented by good grades, specially on thesis at second degree level/master's thesis
2. Project description	Project description of high quality, a plan for the realization of the project
3. Relevance	The application is academically relevant for the PhD programme in question.
4. Plan for the required coursework	The application must include suggestions for coursework at HVL or at other institutions relevant to the given PhD programme.
5. Supervisors	The PhD programme has to be able to provide supervisors with adequate qualifications and capacity to undertake the supervision requested by the project description
6. Progress plan and funding	It has to be possible to complete the PhD project within a time frame of three years. Funding has to be in order. Starting date for the admission period will be the same as the starting date of the funding period.

The research administration convey the programme committee's decision on admission to the applicant. The admission letter will inform the applicant of the appointment of main supervisor and if relevant the co-supervisors.

After admission the PhD candidate, the supervisors, the university college and if relevant other partners will sign the *Agreement on Admission to the PhD Programme at Western Norway University of Applied Sciences*. The agreement regulates rights and obligation of the parties during the period of admission.

The admission letter will indicate a deadline for handing in a signed version of the agreement. It is the responsibility of the candidate to fill out the agreement, get the necessary signatures and send it to the record office. It is the responsibility of the research administration to ask for the completed agreement if necessary. The research administration will make sure that a signed version of the agreement is sent to the contracting parties.