

Regulations for the degree of Philosophiae Doctor (PhD) at Western Norway University of Applied Sciences

Adopted by the university college board on 10 June 2021 pursuant to the Act of 1 April 2005 No. 15 relating to Universities and University Colleges Sections 3-3, 3-9 and 4-13. Revised by the university college board 1 February 2024.

Chapter 1. Introductory provisions

Section 1-1. Applicability of these regulations

These regulations apply to all aspects of education that contribute to degree of Philosophiae Doctor (PhD). These regulations provide rules on admission to and implementation and conclusion of the PhD programme, including joint degrees and cotutelle (joint supervision).

Section 1-2. Objectives

The PhD programme shall qualify for research activities of an international standard and for other work in society that makes significant demands of scientific insight and analytical thinking in accordance with good scientific practice and recognised ethical norms in research. The PhD programme must provide the candidate with knowledge, skills and general competence in line with the Norwegian qualifications framework.

Section 1-3. Scope and content

- (1) Doctoral education consists of three (3) years of full-time study and includes a training component that comprises at least 30 ECTS
- (2) The main component of the PhD programme is the independent research work, which is carried out under active supervision.

Section 1-4. The PhD degree

The PhD degree is awarded on the basis of:

- a. an approved doctoral thesis;
- b. approved completion of the training component;
- c. an approved trial lecture on a assigned topic; and
- d. the approved public defence of the doctoral thesis.

Section 1-5. Responsibility for doctoral education

- (1) The Western Norway University of Applied Sciences board has overall responsibility for the doctoral education

- (2) The board determines the host faculty for each PhD programme.
- (3) The dean of the host faculty has the academic and administrative responsibility for implementation of the PhD programme.
- (4) In cross-faculty PhD programmes, the deans of the participating faculties share academic responsibility. The specific academic and administrative responsibilities are determined by written agreement between the relevant faculties.

Section 1-6. Central PhD committee

The board appoints a central PhD committee at the Western Norway University of Applied Sciences. The board determines the mandate for and composition of the central PhD committee.

Section 1-7. Programme committee

Each PhD programme requires a PhD programme committee. The board determines the mandate for and composition of the programme committees. The dean appoints members to the programme committee.

Section 1-8. Quality assurance

The doctoral education is covered by the quality assurance system at the Western Norway University of Applied Sciences.

Chapter 2. Admission

Section 2-1. Conditions of admission

- (1) To be eligible for admission to the PhD programme, applicants must have completed a master's degree of 120 credits building on a bachelor's degree of 180 credits, or an integrated master's degree of 300 credits, in accordance with the requirements set by the Norwegian qualifications framework for second cycle education (master's education).
- (2) After special consideration, the programme committee may approve other comparable qualifications, including equally weighted master's degrees of a different scope, as the basis for admission. The dean can set requirements for the candidate's residency at the institution. The master's degree that forms the basis for admission must contain an independent work of at least 30 credits.
- (3) The PhD programme committee approves the master's degrees that qualify for admission to the PhD in question.
- (4) The programme committee can set further requirements for qualifications for a PhD programme, in accordance with criteria that are publicly available and in keeping

with the university college's recruitment policy and academic profile.

(5) The dean can set requirements for the candidate's residency at the institution.■

Section 2-2. Application

The application must contain:

- a. documentation of the education that serves as basis for admission;
- b. a project description that includes:
 - i. a scientific description of the project,
 - ii. a progress plan,
 - iii. documentation of funding,
 - iv. documentation of special needs for academic and material resources,
 - v. any plans for stays at other institutions,
 - vi. plans for research dissemination, and
 - vii. information about any restrictions on intellectual property rights that are intended to protect the rights of others;
- c. a plan for the training component;
- d. a list of relevant publications;
- e. the name of a suggested main supervisor, and a statement to the applicant's proposed affiliation with an active research environment;
- f. a letter of recommendation from the suggested main supervisor;
- g. an application to use languages other than English or Norwegian in the thesis, trial lecture and public defence, if relevant; and
- h. a description of any legal and ethical issues raised by the project, and how these can be addressed. The application must state whether the project relies on permission from committees on research ethics, other authorities or private individuals (research subjects, patients, parents, etc.). If possible, this permission should be obtained and attached to the application.

The programme committee can set requirements for further documentation.

Section 2-3. Project description

(1) A project description shall be developed in cooperation with the suggested main supervisor.

(2) The project description explains the thematic area, research questions and choice of theory and methodology. As soon as possible and no later than three (3) months after admission, the candidate and main supervisor must review the project description and assess the need for any adjustments.

Section 2-4. Admission deadline

As a rule, applications for admission to a PhD programme must be submitted within three (3) months of the start of the research project that will culminate in the PhD degree. If less than one (1) year of full-time work on the research project remains at the time of application submission, the application will be rejected (ref. Section 2-6 (3), point c).

Section 2-5. Infrastructure

(1) The candidate must have at their disposal the necessary infrastructure for implementing their research project. The dean decides which infrastructure is considered necessary.

(2) For candidates with external funding or an external workplace, the dean and the external party shall form an agreement on the research project. As a rule, the agreement must be signed prior to a decision being reached on the concerned candidate's admission, or immediately thereafter.

Section 2-6. Decisions on admission

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

(2) The decision must appoint the main supervisor, assign responsibility for other needs outlined in the application and establish the start and end dates of the agreement period. This start date is the same as the start date for the candidate's funding.

(3) Admission will be denied if:

- a. agreements with external third parties prevent the publication and public defence of the thesis.
- b. the terms of intellectual property rights agreements on the project are unacceptable to the university college
- c. the applicant is unable to meet the requirement of implementing at least one year of the project after they are granted admission to the PhD programme (ref. Section 2-4).

Section 2-7. The PhD agreement

(1) Admission to the university college's PhD education is formalised when the PhD candidate, supervisor(s) and dean sign the written agreement. The agreement regulates the parties' rights and obligations in the admission period, and ensures that the candidate regularly participates in an active research environment and is able to complete the education within the stipulated time period. The central PhD committee is responsible for creating a standardised form for this purpose.

(2) In the case of PhD candidates with funding from, appointments at or other contributions from an external party, a separate agreement must be entered into between the candidate, faculty and external party. The central PhD committee is responsible for creating a standardised form for this purpose.

(3) In cases where the PhD candidate must have connections to foreign institutions, the university college's guidelines for such collaboration must be followed and separate, established agreements are entered into. These agreements must normally be included with the admission agreement.

(4) Any significant changes to the agreement that will affect the implementation of the research project or the training component must be approved by the programme committee.

Section 2-8. Agreement period

(1) The PhD education is equivalent to three (3) years of full-time studies.

(2) The maximum length of time for implementing the project, excluding legally established leaves of absence and duty work, is six (6) years from the start date to the public defence.

(3) The agreement period will be extended in line with legally authorised interruptions.

(4) The programme committee decides on other extensions of the agreement period after application from the candidate. If an extension is approved, the programme committee may set additional conditions.

(5) Any extension of the agreement period must be related to employee rights or, specified in relation to the candidate's funding basis.

(6) Following the expiry of the admission period, the parties' rights and obligations in relation to the PhD agreement cease, so that the PhD candidate may lose their right to supervision, course participation and access to the university college's infrastructure. The candidate may still apply to submit the thesis for assessment for their PhD degree.

Chapter 3. Termination prior to the end of the agreement period

Section 3-1. Voluntary termination

(1) The candidate and the university college may agree to terminate the PhD education before the agreement period has ended. In the event of a voluntary termination of the doctoral education, questions of employment, funding, rights to project results etc. must be settled in writing.

(2) In the event of voluntary termination due to the candidate's desire to change project or transition to another programme, the candidate must reapply for admission based on the new project.

Section 3-2. Involuntary termination

(1) The university college may decide to involuntarily terminate the PhD education before the agreed period has expired. Involuntary termination may be imposed if one or more of the following conditions apply:

- a. significant delays in the completion of the training component due to circumstances within the candidate's control.
- b. repeated or grave violations by the candidate of their obligations to provide information, meet commitments and report on the project, including failure to submit a progress report (ref. Section 4-8);
- c. delays in the progress of the research project that create reasonable doubt on the candidate's ability to complete the project within the agreed time. In order to be considered as grounds for involuntary termination, any such delay must be due to circumstances within the candidate's control
- d. the candidate's conduct violates the trust that must exist between the university college and the candidate during the implementation of the PhD programme, including illegal activities connected to the PhD programme.

(2) Decisions on involuntary termination are made by the dean, on the recommendation of the programme committee. Appeals are handled by the Board of Appeals at the Western Norway University of Applied Sciences.

Section 3-3. Termination as a result of cheating or fraud

(1) In the event of cheating on examinations or tests during the PhD education, the institution may decide on annulment or exclusion (ref. Section 4-7 and 4-8 of the University and University Colleges Act).

(2) Decisions on cheating are made by The Appeals Committee at the Western Norway University of Applied Sciences. Appeals are handled by the Common Appeals Committee for student cases (ref. Section 5-1 of the University and University Colleges Act).

(3) If the condition or conditions are so serious that they are considered fraudulent (ref. Section 4-13, first paragraph of the University and University Colleges Act, and Section 8, second paragraph of the Research Ethics Act), the institution may decide on involuntary termination.

(4) Decisions on involuntary termination due to fraud are made by the dean. Appeals of such a decision are handled by the Ministry, or an appeals board appointed by the Ministry.

Section 3-4. Termination according to the Civil Service Act

PhD candidates may be dismissed from their position when there is justifiable cause in the company's or civil servant's conditions (ref. Sections 19 and 20 of the Civil Service Act), or they may be dismissed in accordance with Section 26.

Chapter 4. Implementation

Section 4-1. Supervision

The thesis work must be conducted under individual supervision. The dean and supervisors must together ensure that the PhD candidate participates in an active research environment.

Section 4-2. Appointment of supervisors

- (1) The PhD candidate must have at least two supervisors, one of whom is appointed as the main supervisor. The main supervisor is formally appointed by the programme committee upon admission.
- (2) The main supervisor has the main responsibility for monitoring the candidate's academic development and progress, in accordance with their progress plan. The main supervisor should be from the Western Norway University of Applied Sciences. If the programme committee appoints an external main supervisor, a co-supervisor employed at the Western Norway University of Applied Sciences must be appointed.
- (3) Co-supervisors are academics who provide guidance and share academic responsibility for the candidate with the main supervisor. The division of labour between the main supervisor and the co-supervisor(s) must be specified in an agreement upon the candidate's admission to the PhD programme at the Western Norway University of Applied Sciences.
- (4) The impartiality rules in Chapter 2 of the Public Administration Act apply to the supervisors
- (5) All supervisors must have a doctoral degree within their field and be active researchers. Exceptions to the requirement of a doctoral degree may be made for professors and associate professors.
- (6) At least one of the appointed supervisors should have previous experience from or training as a supervisor of PhD candidates.
- (7) PhD candidates and supervisors may ask the university college to appoint a new supervisor for the candidate. Procedures for replacing supervisors are described in the agreement on admission to PhD education at the Western Norway University of Applied Sciences. The supervisor cannot withdraw until a new supervisor has been appointed.
- (8) The parties may bring any disputes regarding the academic rights and obligations of the supervisor and candidate to the programme committee for review and a final decision.

Section 4-3. Nature of the supervision

- (1) The candidate and academic supervisors must have regular contact. The frequency of the contact must be stated in the annual progress report (ref. Section 4-8).
- (2) The supervisors are obliged to stay informed of the progress of the candidate's work and assess it in relation to the progress plan in the project description (ref. Section

2-2, point b).

(3) The supervisors are obliged to monitor academic conditions that may cause delays in the PhD programme, to ensure that it can be completed within the agreed time period.

(4) The supervisors must provide guidance on formulating and delimitation of topics and research questions; discuss and assess hypotheses and methodology; discuss the results and the interpretation of them; discuss the structure and implementation of the thesis, including the outline, linguistic form, documentation, etc.; and assist with orientation in academic literature and databases available in libraries, archives, etc. The supervisors must also advise the candidate on questions of research ethics connected to the thesis.

Section 4-4. Training component

(1) The PhD programme must be designed so that it can be completed within the agreed time period.

(2) The dean is responsible for ensuring that the training component, together with the thesis work, provides an education at a high academic level in accordance with international standards, and includes implementation of scientific work, training in academic dissemination and an introduction to research ethics, scientific theories and scientific methods. The training component, together with the research project, shall contribute to the achievement of the expected learning outcomes in accordance with the Norwegian qualifications framework.

(3) If the university college does not organise the entire training component itself, it must facilitate the candidate's participation in equivalent training at other institutions.

(4) The training component must consist of at least 30 credits, of which at least 20 credits must be taken after admission. The programme committee may allow exceptions to this based on the applicant's academic background. Credits approved as part of the required coursework cannot be completed more than two (2) years prior to the date of admission.

(5) Courses and subjects at the doctoral level at another institution are credited in line with the rules in Section 3-5 e of the Norwegian University and University Colleges Act.

(6) The programme committee approves the candidate's training component, and any applications for changes.

(7) The institution hosting the individual PhD programme should offer the PhD candidate guidance on future career opportunities in and outside of academia, including awareness of the skills the candidate has developed through their research work.

Section 4-5. Right to parental leave

PhD candidates on parental leave from the PhD programme may attend courses and

sit for exams that are a necessary part of their training component during their leave, in line with Chapter 14 of the National Insurance Act.

Section 4-6. Facilitation

PhD candidates with special needs have the right to facilitation in line with Chapter 7 of the regulations relating to studies and examinations at the Western Norway University of Applied Sciences.

Section 4-7. Regulation of tests in the training component

Provisions on examinations, including cheating, in the regulations relating to studies and examinations at the Western Norway University of Applied Sciences apply to work included in the PhD programme's training component.

Section 4-8. Reporting

(1) The university college's system for quality assurance of PhD education must include measures for revealing insufficient progress in the thesis work and training component and insufficiencies in the supervision, as well as routines for following up such insufficiencies.

(2) The system must include annual and separate reports from PhD candidates and supervisors, and be designed to avoid double reporting.

(3) The candidate and supervisor have an equal responsibility for reporting to the programme committee. A lack of progress reports or insufficient progress reports from the candidate may lead to the involuntary termination of their doctoral education before the end of the admission period (ref. Section 3-2). Supervisors who fail to meet their obligation to report may lose their supervisory responsibility.

(4) The university college may require special reporting if needed.

Section 4-9. Midway evaluation

(1) The midway evaluation of the doctoral work should take place in the third or fourth semester.

(2) The candidate must present their work for evaluation by a group of at least two persons who have been appointed by the programme committee. The evaluation group must evaluate the doctoral work's academic status and progress, and provide feedback to the candidate, supervisor and institution.

(3) If the evaluation group reports significant shortcomings in the research work, measures must be implemented to correct the situation.

Section 4-10. Thesis requirements

- (1) The thesis must be an independent research project that meets international standards for ethical requirements, academic level and methods used in the relevant research field.
- (2) The thesis must contribute to the development of new knowledge and achieve a level meriting publication as a part of the discipline's scientific literature.
- (3) The thesis may consist of a monograph or a compendium of several shorter manuscripts. If the thesis consists of several shorter manuscripts, an explanation of how these are interrelated must be included.
- (4) If an article has been produced in cooperation with other authors, the PhD candidate must follow the norms for co-authorship that are generally accepted within the academic community and are in accordance with international standards. If the thesis mainly consists of articles, the candidate must normally be listed as the first author on at least half of the articles.
- (5) A thesis containing articles written by more than one author must include a declaration that describes the candidate's contribution to each of the articles, signed by the candidate and co-authors,
- (6) The programme committee decides what languages can be used in a thesis (ref. Section 2-2).

Section 4-11. Works that are not accepted

- (1) Works or parts of works that have been approved as the basis for previous examinations or degrees cannot be submitted for assessment as part of the doctoral thesis unless they comprise a minor part of a thesis. However, data, analyses and methodologies from previous degrees may still be used as the basis for work with the doctoral research project.
- (2) Published articles cannot be approved for use in the doctoral thesis if they, at the time of admission, are older than five (5) years counting from the date of publication. The programme committee may allow exceptions to this rule in extraordinary cases.
- (3) The thesis may be submitted for assessment at only one educational institution (ref. Section 5-3 (2) point f).

Section 4-12. Obligation to report on research results with commercial potential

- (1) The mutual rights of collaborating institutions must be regulated in an agreement.
- (2) The applicable regulations of the Western Norway University of Applied Sciences must at any time form the basis of the PhD candidate's obligation to report on research results with commercial potential that they have produced during their employment.
- (3) For PhD candidates with external employer, an equivalent obligation to report

must be stipulated in a written agreement between the Western Norway University of Applied Sciences, the PhD candidate and the external employer.

(4) For PhD candidates without employer, an equivalent obligation to report must be stipulated in the agreement on admission between the Western Norway University of Applied Sciences and the PhD candidate.

Chapter 5. Completion

Section 5-1. Basis for assessment

The PhD degree is awarded on the basis of the following elements (ref. Section 1-4):

- a. an approved doctoral thesis;
- b. approved completion of the training component;
- c. an approved trial lecture on an assigned topic; and
- d. approved public defence of the doctoral thesis.

Section 5-2. Time from submission to public defence

- (1) As a rule, the time period between submission of the doctoral thesis for evaluation and the public defence of the thesis should not exceed five (5) months.
- (2) The main supervisor is responsible for notifying the dean and programme committee when the submission is imminent.

Section 5-3. Thesis submission

- (1) The application for evaluation of the thesis can be submitted after the training component has been approved.
- (2) The following documents must be attached to the application:
 - a. the thesis in its approved format and in the form and number of copies that has been set in the study plan for the PhD programme;
 - b. documentation that the training component has been completed and approved;
 - c. documentation of necessary permissions (ref. Section 2-2, point h);
 - d. declarations from co-authors where this is required after Section 4-10 (4);
 - e. a declaration of whether this is the first or second time the doctoral work is being submitted for assessment; and
 - f. a declaration that the doctoral work has not been submitted for assessment at another institution.
- (3) The programme committee may deny an application for a thesis to be assessed if it is evident that the thesis is not of a sufficient standard of scientific quality and would be rejected by a committee.
- (4) The doctoral thesis must be made available to the public no later than

two weeks before the public defence (ref. Section 5-15 (1)).

Section 5-4. Processing of the application

The programme committee processes applications for the thesis to be assessed. Applications that do not meet the requirements in Section 5-3 are rejected.

Section 5-5. Appointment of the assessment committee

- (1) Once the programme committee has approved the application for a thesis to be assessed, an expert committee of at least three members is appointed to evaluate the thesis and the public defence.
- (2) The impartiality provisions of Chapter 2 of the Public Administration Act apply to the committee members
- (3) The committee's composition should be ready at the time of the thesis' submission.
- (4) The assessment committee must be composed so that:
 - a. the majority of the assessment committee are external members;
 - b. both genders are represented;
 - c. at least one of the members holds a main position at a foreign institution;
 - d. at least one of the members is not affiliated with the Western Norway University of Applied Sciences;
 - e. one of the members is a permanent employee at the Western Norway University of Applied Sciences; and
 - f. all members have a doctorate.
- (5) Any deviation from these criteria must be specifically justified.
- (6) The assessment committee is nominated by the programme committee. The committee's composition must be reasoned, and demonstrate how it covers the field of the thesis.
- (7) The programme committee nominates a leader from among the committee members or in addition to the committee members. The committee's leader must be employed at the Western Norway University of Applied Sciences. The dean appoints the assessment committee following the nomination from the programme committee.
- (8) Appointed supervisors, and others who have contributed to the thesis, cannot be members of the assessment committee, or administrate it.
- (9) If one of the committee members resigns, the dean may appoint a substitute member.
- (10) The candidate must be notified of the committee nomination, and may submit remarks in writing no later than one week after notification.

Section 5-6. Gathering of supplementary information

- (1) The assessment committee may require the PhD candidate to submit their research data and any additional or clarifying information.
- (2) The assessment committee may ask the supervisor to provide information of the supervision and thesis work.

Section 5-7. Revision of a submitted thesis

- (1) On the basis of the submitted thesis and any additional material (ref. Section 5-6), the assessment committee may recommend that the programme committee permit the candidate to make minor revisions to the thesis before the committee submits its final report. The committee must provide a written list of the specific areas that the candidate must revise.
- (2) If the programme committee allows minor revisions of the thesis, a deadline must be given for this revision, which normally must be no longer than three (3) months. A new deadline must also be set for the submission of the committee's final report. The institution's decision after this provision cannot be appealed by the PhD candidate.
- (3) If the committee finds that extensive changes regarding the thesis's theory, hypothesis, material or methodology are needed in order for the work to be deemed worthy of a public defence, the committee must reject the thesis.

Section 5-8. The assessment committee recommendation

- (1) The assessment committee gives its recommendation as to whether the work is worthy of public defence. The recommendation must include a reasoned report and any dissenting views.
- (2) The assessment committee's recommendation must be submitted no later than three (3) months after the committee has received the thesis. If the committee allows revisions of the thesis, a new submission deadline is set.
- (3) The assessment committee's recommendation is submitted to the programme committee, who then presents it to the PhD candidate. The candidate is given a deadline of ten (10) working days to submit written comments to the recommendation. If the candidate does not wish to comment, the programme committee must be notified of this in writing as soon as possible.
- (4) Any comments from the PhD candidate must be submitted to the dean, who makes the final decision on the matter in accordance with Section 5-10.

Section 5-9. Correction of formal errors in the thesis

- (1) A submitted work cannot be withdrawn before it has been determined whether it is worthy of public defence.
- (2) After submission, the PhD candidate may apply for permission to correct formal

errors in the thesis. A full overview of the errors (errata) that the candidate wishes to correct must be attached to the application. The application for correction must be submitted no later than two months after the candidate has submitted the thesis and may be submitted only once.

Section 5-10. Institutional procedures related to the assessment committee's recommendation

The dean decides whether the thesis is worthy of public defence, based on the assessment committee's recommendation.

Section 5-11. Unanimous committee recommendations

- (1) If the assessment committee's recommendation is unanimous and the dean finds it appropriate to use the recommendation as the basis for the decision, the dean will make the final decision in accordance with the recommendation.
- (2) If the dean finds that there is reasonable doubt about whether the committee's unanimous recommendation should be used as the basis for the decision, the dean must request further clarification from the assessment committee and/or appoint two new experts to submit individual evaluations of the thesis. These additional or individual evaluations must be presented to the PhD candidate, who will be given the opportunity to submit comments.
- (3) The dean makes the final decision on the basis of the recommendation and the subsequent evaluations.

Section 5-12. Non-unanimous committee recommendation

- (1) If the committee's decision is not unanimous, and the dean finds it appropriate to use the majority's recommendation as the basis for their decision, the dean makes the final decision in accordance with the majority.
- (2) If the committee's decision is not unanimous, and the dean decides to base the decision on the minority's recommendation, the dean may request further clarification from the assessment committee and/or appoint two new experts to submit individual evaluations of the thesis. Such additional evaluations must be presented to the PhD candidate, who will be given the opportunity to submit comments. If both experts conclude with the majority's view in the original committee report, this recommendation must be followed.
- (3) The candidate must be informed of the outcome of the evaluations from the new experts.
- (4) Any new experts that are appointed in accordance with this paragraph cannot be serving on the assessment committee or acting as opponents in the public defence. If members resign from the original assessment committee, the new experts may still be appointed as substitute members in accordance with Section 5-5 (9).

Section 5-13. Resubmission

- (1) A PhD thesis that has not been approved for public defence may be evaluated in a revised edition no sooner than six (6) months after the dean's decision. A thesis may be submitted for re-assessment only once.
- (2) In the event of a resubmission, the PhD candidate must clearly state that the work has previously been evaluated and not approved for public defence.

Section 5-14. Requirements related to the printed thesis

- (1) Once the thesis has been approved for public defence, the PhD candidate must submit the thesis to the university college in an approved format and in accordance with the provisions of the university college (ref. Section 5-3).
- (2) The PhD candidate must submit a brief summary of the thesis in English and Norwegian. If the thesis is not written in English or Norwegian, a summary must also be submitted in the language of the thesis.
- (3) As with the thesis itself, the summary must be made available to the public.

Section 5-15. Publication

- (1) The doctoral thesis must be made available to the public no later than two (2) weeks prior to the public defence. The thesis must be made available in the same form as it was submitted for assessment, following any revisions made on the basis of the committee's preliminary comments (ref. Section 5-7).
- (2) Restrictions cannot be placed on the publication of a thesis, except from a delay of public access that has been previously agreed upon. Such delay may be allowed to let the university college and any external parties that have partially or wholly funded the PhD candidate's education determine their interests in potential patents. External parties cannot require that any or all of the thesis is not made available to the public (ref. Section 2-6).
- (3) Upon publication of the PhD thesis, the candidate must follow the applicable guidelines on crediting institutions. The main rule is that an institution's address must be listed in a publication if it has made a necessary and significant contribution to, or formed the basis of, the author's ability to produce the published manuscript. All institutions that meet the requirements must be listed.

Section 5-16. Trial lecture

- (1) After the thesis has been submitted for assessment according to Section 5-3, the PhD candidate must hold a trial lecture. The trial lecture is an independent part of the examination for the PhD degree and must be held on an assigned topic.
- (2) The intention is to test the candidate's ability to acquire knowledge beyond the topic of the thesis and to convey this knowledge in a lecture situation.
- (3) The title of the trial lecture is made known to the PhD candidate ten (10) working days before it takes place. The topic of the trial lecture must not be directly connected

to the topic of the thesis.

(4) The trial lecture is held in connection with the public defence, and the assessment committee sets the topic of the trial lecture and performs the evaluation.

(5) If the trial lecture and public defence takes place separately, the dean appoints a separate committee that also determines the topic. In such cases, at least one of the assessment committee members must participate in the trial lecture assessment.

(6) The trial lecture must be held in the language of the thesis, unless another language has been approved by the dean.

(7) The assessment committee for the trial lecture decides whether the lecture is approved or not. Disapproval must be substantiated.

(8) The trial lecture must be approved before the public defence can be held.

(9) If the trial lecture is not approved by the assessment committee, a new trial lecture must be held. The new trial lecture must be held on a new topic and no later than six (6) months after the first attempt. A trial lecture may be re-held only once. The new trial lecture is normally assessed by the same committee as for the original.

Section 5-17. Public defence of the thesis

(1) The public defence of the thesis should take place after the trial lecture has been held and approved, and no later than two (2) months after the thesis has been deemed worthy of defence.

(2) The time and location of the public defence must be announced at least ten (10) working days prior to the scheduled date.

(3) The original assessment committee will also assess the public defence. The public defence is conducted in the language of the thesis, unless the dean, upon the recommendation of the assessment committee, approves another language.

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

(5) The public defence is chaired by the dean or someone appointed by the dean. The chair of the public defence gives a brief account of the submission, the assessment of the thesis, and the trial lecture. Then the PhD candidate presents the intent and results of their scientific investigation. The opposition is opened by the first opponent and closed by the second. Others in attendance may comment *ex auditorio*. The chair of the defence concludes the defence proceedings.

(6) The dean may establish another division of tasks.

(7) The assessment committee gives its recommendation to the dean, and presents its assessment of the defence of the thesis.

(8) The recommendation concludes whether the public defence is approved or not. The grounds for non-approval must be substantiated.

Section 5-18. Approval of the doctoral examination

- (1) The dean decides whether the doctoral examination is approved, based on the assessment committee's recommendation.
- (2) If the dean does not approve the defence, the PhD candidate can defend the thesis once more. A new defence can be held a minimum of (6) months later and if possible be assessed by the same committee as the first defence.

Section 5-19. Conferment and diploma

Based on the dean's report of the approval of the training component, thesis and doctoral examination, the principal confers the Philosophiae Doctor degree on the PhD-candidate.

The diploma is issued by the Western Norway University of Applied Sciences. The diploma provides information about the academic education the candidate has participated in. The university college determines which information to include in the diploma.

Section 5-20. Diploma supplement

The Western Norway University of Applied Sciences issues diploma supplements in line with applicable guidelines.

Chapter 6. Appeals, supplementary provisions and entry into force

Section 6-1. Appeals of rejections of applications for admission, decisions to terminate a student's admission rights and rejections of applications for recognition of parts of the training component

Appeals of rejections of applications for admission, decisions to terminate a student's admission rights and rejections of applications for recognition of parts of the training component are made according to the provisions of Section 28 and following of the Norwegian Public Administration Act. Appeals are handled by The Appeals Committee at the Western Norway University of Applied Sciences.

Section 6-2. Appeals against training component exams

- (1) Exams taken as part of the training component may be appealed according to Section 5-2 ("Appeals regarding procedural errors in connection with examinations") and Section 5-3 ("Appeals regarding a student's grade") of the University and University Colleges Act.
- (2) Suspected plagiarism, cheating or attempts to cheat are handled in accordance with the established guidelines for plagiarism and cheating at the Western Norway University of Applied Sciences.

Section 6-3. Appeals of rejections of applications for assessment and of the doctoral thesis, trial lecture or public defence

(1) Rejections of applications for assessment of the doctoral thesis and non-approval of the doctoral thesis, trial lecture or public defence may be appealed pursuant to Section 28 and following of the Public Administration Act. Appeals are handled by The Appeals Committee at the Western Norway University of Applied Sciences.

(2) If the dean finds it necessary, individuals or a committee may be appointed to evaluate the assessment that was carried out and the criteria it was based on, or to conduct a new or supplementary assessment before the case is sent to The Appeals Committee at the Western Norway University of Applied Sciences for a final decision.

Section 6-4. Guidelines and supplementary provisions

The University College Board may determine guidelines and supplementary provisions within the scope of this regulation and in accordance with recommendations from the relevant programme committee.

Section 6-5. Joint degrees and cotutelle (joint supervision) agreements

(1) The university college may enter into agreements with one or more Norwegian or foreign institutions to cooperate on joint degrees or cotutelle agreements.

(2) For cooperation on joint degrees and cotutelle agreements, exceptions from this regulation can be made if required by the regulations of the cooperating institution. Such exceptions, both individually and as a whole, must be clearly justifiable.

Section 6-6. Joint degrees

(1) A joint degree is a collaboration between multiple institutions who are collectively responsible for admission, academic supervision, the conferral of the degree and other elements as described in this regulation. The collaboration is normally organised as a consortium and regulated by an agreement between the consortium members.

(2) 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 participants

or a combination of a. and b.

(3) Joint degree agreements are normally only made if there is a previously established stable academic cooperation between the Western Norway University of Applied Sciences and at least one of the other consortium participants.

(4) The University College Board is responsible for establishing detailed guidelines

for cooperation on a joint degree, including templates for cooperation agreements (ref. first paragraph).

Section 6-7. Cotutelle agreements

Cotutelle agreements are agreements on joint supervision of PhD candidates and cooperation on education of PhD candidates. Cotutelle agreements are entered into for each individual candidate and should be built on stable academic cooperation.

Section 6-8. Requirements of joint degrees and cotutelle agreements

Admission requirements, the requirement that the doctoral thesis must be made publicly available and the requirement that the public defence must be assessed by an impartial committee cannot be deviated from.

Section 6-9. Entry into force

This regulation enters into force on 1 August 2021 and replaces the regulations from 1 January 2017 for a degree of Philosophiae Doctor (PhD) at the Western Norway University of Applied Sciences.