

## Supplementary regulations

### The PhD degree in Applied Ecology and Biotechnology

Revised: 13.12.2019

These regulations are a supplement to:

- The Regulations for the Doctor of Philosophy (PhD) Degree at Inland Norway University of Applied Sciences (hereafter the INN University PhD Regulations) which were approved by the The Board of Inland Norway University of Applied Sciences on 19th December 2017.
- The PhD handbook

The supplementary regulations were approved on 20 December 2017 and updated (16 November 2018) to reflect the new INN University PhD Regulations. The PhD program committee for Applied Ecology have the right to make changes to the supplementary regulations. The supplementary regulations follow the structure of the INN University PhD Regulations. The role of the The Research and Development committee and the PhD committees is set forth in the PhD regulations and the description of the university college's Quality Assurance System at [www.inn.no](http://www.inn.no).

- **The Research and Development committee** is comprised of Pro-Rector research, the Vice-Deans of research or the person the Dean authorize, a representative for the doctoral candidates and a representative for the students. The Pro-Rector serves as chair of the committee and the central research administration as the committee's secretary.
- **The PhD committee:** Each of the PhD programs has its own PhD committee which is headed by the program's PhD chair. The other members of the PhD committee include the Vice-Dean of research, two representatives from the PhD programme's core scientific circle and a representative for the doctoral candidates. The department's research administration serves as the secretary.

#### 5. Admission

##### 5-2. Application

5-2. (1) When the number of qualified applicants with an approved funding plan exceeds the number of available places in the PhD programme, the applicants will be ranked according to the following criteria:

- Appointment to a research fellowship position at Inland Norway University of Applied Sciences
- The project's quality and relevance to the focus of the PhD programme
- The ability of the INN University to provide academic supervision

#### 8. Required Coursework

8- (1). PhD candidates can apply to the program committee for being granted up to a total of 3 ECTS for scientific communication activities, as part of the mandatory 30-ECTS instruction component of the PhD.

Scientific communication includes:

- At least 5 registered popular science publications and/or presentations (1 ECTS at most).
- Oral presentations at international conferences (2 ECTS at most).
- Oral presentations at national conferences (1 ECTS at most).
- Article outside the scope of the thesis published in a peer-reviewed journal (1 ECTS at most).

8- (2). The regulations stipulate that all candidates should complete all 3 mandatory courses. However, candidates can apply to the PhD program committee for an exception for no more than one course. The candidates should hand in a written application, signed by their main advisor, to the PhD committee during the first 6 months after enrolled in the PhD-program. The PhD committee will review each application individually, and base their decision on for example relevance of the course and arguments presented by the PhD candidate.

8- (3). The PhD program committee could approve master level course as part of a PhD candidate's coursework component. The candidate should hand in a written application signed by the main advisor. PhD candidates need at least a B in master level courses for the program committee to consider the application. PhD candidates will receive a maximum of 50% of the ECTS granted at master level courses.

## **9. Reporting and midterm evaluation**

### *9-2. Midterm evaluation*

9-2 (1). The candidate's progression and plan for completion is evaluated by an external person (hereafter referred to as the evaluator) holding a PhD. The evaluator is nominated by the candidate's main supervisor, and appointed by the PhD committee. The evaluator should be appointed not less than three weeks before the scheduled midterm evaluation.

Prior to evaluation, the candidate shall fill in a form, summarizing his or her progression, preliminary results and a progression plan. It is expected that at least one preliminary manuscript is prepared before midterm evaluation. The form, together with preliminary manuscripts and published articles, shall be submitted to the PhD coordinator not less than two weeks before evaluation.

Schedule for accomplishing the evaluation:

- Presentation by the candidate, with focus on her or his results and progression plan (30-45 min. including questions; open for all).
- Discussion between the candidate, evaluator and supervisor(s).
- Conversation between the evaluator and supervisor(s), without the candidate.
- Conversation between the evaluator and candidate, without supervisor(s).
- Final conversation between evaluator, candidate and supervisors.

All sessions are closed, except for the candidate's presentation.

The main supervisor (and, if possible, co-supervisors) attends the evaluation. The total timeframe for the evaluation is 2 hours.

The evaluator submits a report (form) to the PhD coordinator not more than 1 week after evaluation.

## **10. The doctoral thesis**

### 10-1. *Thesis requirements*

10-1 (1). All theses must contain a summary in Norwegian (or Danish or Swedish) as well as in English.

10-1 (2). A monograph normally consists of 200-250 pages.

10-1 (3). An article-based thesis must comply with the following special requirements:

- Consist of three to five articles and a summary (synopsis). The summary should normally be 20 to 50 pages in length.
- The articles must be of a quality sufficient for publication in a recognised, peer-reviewed scientific journal.
- At least one of the articles must be published or accepted for publication when the thesis is submitted.
- If one or more of the articles has been written in cooperation with others, an assessment must be made as to whether more articles must be included in the thesis.
- The doctoral candidate must be the sole author of the summary.
- The summary must explain the connection between the articles and ensure that the thesis comprises a cohesive whole. Therefore, the various research questions and results must be presented and compared so that the basic connection between them is apparent, and the contribution of the thesis to the research field is clear.

## **13. Submission**

### 13-1. Submission of the doctoral thesis

13-1 (1). Two months prior to the anticipated submission, the doctoral candidate must inform the PhD program that the thesis will be submitted soon. On this basis, the PhD committee, in consultation with the supervisor(s), can begin the work involved in appointing an evaluation committee.

13-1 (2). The thesis must be submitted with the following items attached:

- Application to have the thesis evaluated
- Documentation of an approved instruction component
- Press release and picture to use in the press release
- Declaration of co-authorship (use the co-author form from ALB)

## **14. Appointment of the evaluation committee**

14 (1). Prior to submission of the thesis, the principal supervisor must ensure that a list of proposed members of the evaluation committee, and an explanation for the selection, is drawn up and submitted to the PhD committee. The explanation must clarify how the relevant expertise is represented by the individual members and how the committee as a whole covers the subject area addressed in the thesis. Before the matter is submitted to the PhD committee, the potential members of the evaluation committee must have been asked and have agreed to participate.

14 (2). The PhD committee is responsible for ensuring that the proposed members are not partial or do not have a too close relationship with any of the parties involved with the doctoral thesis. All parties are obliged to clarify any relationship to the proposed committee members that may be of significance when assessing impartiality. This obligation rests not only with the candidate and the committee members, but with the supervisors as well.

14 (3). The evaluation committee must be appointed no later than 14 days subsequent to submission of the thesis.

14 (4). If the candidate submits a revised version of the same thesis for evaluation, at least one member of the original evaluation committee must be appointed to the new committee. If a candidate has previously had a thesis rejected and submits an entirely new thesis, a new evaluation committee may be appointed.

### **15. Duties of the evaluation committee**

15- (1). The administrator of the evaluation committee is responsible for coordinating the evaluation committee's report and for distributing tasks among the committee members in connection with the public defence.

#### *15-3. Report by the evaluation committee*

15-3 (1). The committee must give its recommendation with a justification of whether or not the thesis is worthy of a public defence no more than 25 working days prior to the planned defence. The recommendation must be submitted to the PhD committee and the PhD candidate.

15-3 (2). The evaluation committee's report must contain a short description of the format of the thesis (monograph/collection of articles), the type of work involved (i.e. theoretical/empirical) and the length of the thesis. The report must also include a discussion of the scientific significance of the thesis and central factors concerning its theoretical framework, hypotheses, material, methodology and findings. The conclusion should comprise an evaluation and a discussion of the strong and weak points of the thesis. This evaluation leads to a conclusion as to whether the committee finds the thesis worthy of public defence, or whether the committee recommends that the thesis be rejected or revised.

### **18. Public availability of the doctoral thesis**

#### *18-1. Requirements related to the printed doctoral thesis*

18-1 (1). The INN University standardised title page for doctoral theses must be used.

18-1 (2). Following approval of the thesis for a public defence, 50 copies of the thesis must be printed. INN will pay for the printing of 50 copies, the candidate has to pay for additional copies.

#### *18-2. Public access*

18-2 (1). The thesis must be submitted electronically for storage at the University of Applied Sciences' institutional archives (Brage). The library at the Faculty will assist with the digital publication.