

AGREEMENT ON ADMISSION TO THE PHD PROGRAMME AT MF

INTRODUCTION AND INSTRUCTIONS

The admission agreement is based on the *Recommended Guidelines for the Doctor of Philosophy Degree (PhD)* approved by the Norwegian Association of Higher Education Institutions (UHR) on 29 April 2011 (updated and amended on 29 January 2015). The purpose of the agreement is to supplement and specify the institution's decisions concerning admission to the PhD programme. The binding agreement between the parties aims to ensure that candidates admitted to a PhD programme have working conditions that enable them to complete the programme within the specified period of time.

The agreement is drawn up in accordance with the laws and regulations that apply to the PhD programme at MF Norwegian School of Theology, Religion and Society (MF); see the Regulations for the Doctor of Philosophy Degree (PhD) at MF and the University and University College Act of 2005 and the appurtenant regulations, in particular the regulations concerning terms and condition of employment for the post *stipendiat* (doctoral research fellow) approved by the Ministry of Education and Research on 31 January 2006, and the supplementary provisions that apply at any given point in time. The agreement is also based on other laws and regulations, including the Civil Service Act, the Public Administration Act, General Data Protection Regulation (GDPR), the Copyright Act and the Patent Act, the Research Ethics Act, as well as The Norwegian Qualifications Framework for Lifelong Learning, UHR's Recommended Guidelines for the Doctor of Philosophy Degree and the Recommended Guidelines for Crediting Academic Publications to Institutions.

The agreement consists of three parts (A, B and C) and seeks to describe and regulate the most crucial aspects of the PhD programme at MF. Typically, only part A and B require signatures.

Part A, General terms and conditions, is to be signed by all candidates admitted to the PhD programme. The parties to Part A of the agreement are the PhD candidate and MF.

Part B, Agreement on academic supervision in the PhD programme, is to be signed by all candidates admitted to the PhD programme at MF. The parties to Part B of the agreement are the PhD candidate, the supervisor(s) and MF. Part B of this agreement is required for all candidate-supervisor relationships.

Part C, Agreement between an external party and MF on completion of the PhD programme, is to be completed for candidates who have an external employer that contributes to the completion of the PhD programme. If a candidate is affiliated with two or more institutions, an agreement must be signed with each of the external parties.

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PART B: AGREEMENT ON ACADEMIC SUPERVISION

Part B of this agreement is entered into between the doctoral candidate, MF Norwegian School of Theology, Religion and Society, hereafter referred to as “the candidate” and “MF” respectively, and the supervisor(s). The appointed supervisor(s) and their academic affiliation are specified in the candidate’s Letter of Admission. Reference is made to the Regulations for the Doctor of Philosophy Degree (PhD) at MF, unless otherwise is specified.

The agreement concerns admission to MF’s PhD programme in Theology, Religion and Society. Upon completion of the programme, candidates are awarded the degree Philosophiae Doctor.

1. PURPOSE

This agreement applies to supervision of the doctoral project with the working title stated in the candidate’s Letter of Admission and the academic follow-up of the PhD programme (cf. Part A, Section 4). This agreement specifies the rights and obligations of the parties involved in academic supervision during the agreement period.

2. BASIS FOR THE PHD PROGRAMME

The project description and the plan for the required coursework serve as the basis for academic supervision; cf. Part A, Section 3.

3. DUTY TO PROVIDE INFORMATION AND SUBMIT REPORTS

The doctoral candidate and the main supervisor have a duty to keep each other informed about all factors of significance for supervision. The parties must actively deal with any circumstances that could prevent the performance of supervision as agreed in Section 4 below.

The candidate and the main supervisor must submit progress reports as described in Part A of this agreement.

4. OBLIGATIONS WITH RESPECT TO SUPERVISION

The agreement on supervision entitles the candidate to a given number of hours per semester with the main supervisor and co-supervisor if one is appointed (cf. Letter of Admission). If the PhD programme is to be completed part-time, the hours of supervision are distributed accordingly.

The academic supervisor is to

- give advice on formulating and delimiting topics and research questions
- discuss and assess hypotheses and methods
- help the candidate to become acquainted with the literature and relevant data (library, archives, etc.)
- discuss various aspects of the written presentation (structure, language, referencing, documentation, etc.)
- stay informed as regards the candidate’s progress and evaluate that progress relative to the plan for completion
- help to introduce the candidate into relevant research environments

- discuss results and their interpretation
- give advice on scientific dissemination
- provide the candidate with guidance in ethical matters related to the thesis

When a candidate is appointed more than one supervisor, the abovementioned obligations may be distributed between them.

The candidate is to

- provide a draft of parts of the doctoral thesis to the supervisor as agreed and in accordance with the project description. Parts of the thesis may be presented in relevant seminars
- complete the required coursework in accordance with the progress plan
- uphold the ethical principles that pertain to their area of research

5. COPYRIGHTS, PATENT RIGHTS, AND INTELLECTUAL PROPERTY RIGHTS (IPR)

If the candidate is the sole author of the doctoral thesis, they alone hold the copyright to the doctoral thesis.

If the doctoral thesis consists of a collection of articles and a summary, the candidate alone will hold a copyright to those parts that are the result of the candidate's independent, creative work.

In cases when an article is written by more than one author and it is not possible to identify the individual's contribution to the whole, the article will be regarded as a joint work. The authors of such articles will hold a joint copyright.

If the candidate makes a patentable invention in connection with the doctoral thesis, written notification of the invention must be given to MF without undue delay pursuant to Section 5 of the Act of 17 April 1970 respecting the right to employees' inventions. In accordance with Section 4, cf. Section 6, first and second paragraphs of this same Act, MF may demand that the right to the invention be transferred from the candidate to the institution. If the invention results from cooperation with the supervisor, the candidate and the supervisor must identify their respective parts of the patentable invention.

Nonetheless, the candidate has the right to publish the invention on the conditions stated in Section 6, paragraph three, of the Act respecting the right to employees' inventions.

The right to publish in accordance with the previous paragraph also applies to the supervisor if the invention is the result of a cooperative effort, and the candidate's or a third party's rights do not prevent this. Regarding crediting of institutions/enterprises when results are made publicly accessible or are published, see Part A, Section 7.

6. CHANGE OF SUPERVISOR

The candidate and the supervisor may agree to ask that a new supervisor be appointed for the candidate. The supervisor may not be released from this agreement until a new supervisor is appointed.

Should the candidate or supervisor find that the other party is not fulfilling their obligations according to Sections 3 and 4, the party claiming a breach of obligation is required to address the issue with the other party. The candidate and supervisor must work together in an attempt to remedy the situation. MF must assist with this process if necessary.

Should the candidate or supervisor find that the other party is not fulfilling their obligations according to Sections 3 and 4, and if, after discussions, the two parties are unable to arrive at a resolution to the situation, the candidate or the supervisor may ask to be released from the agreement. A request to be released from the supervision agreement must be addressed to the PhD Coordinator. The party that raises the issue must send a copy of the request to the other party. MF is responsible for making the decision to release the candidate and the supervisor from the agreement. Any external parties must be notified of circumstances as described in this section.

7. DISPUTES

Disputes regarding the academic rights and obligations of the supervisor and the candidate in accordance with this agreement may be brought by either party to the Rector at MF for deliberation and settlement.

8. CONCLUDING PROVISIONS

Amendments and specifications to the agreement are described in the candidate's Letter of Admission. Any additional amendments and specifications made at a later time are to be filed together with this agreement in MF's digital archives; cf. Part A, Section 3.