

Rules and guidelines for PhD studies at Faculty for landscape and society: Information for PhD programme committees, candidates and supervisors

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These guidelines have been developed by the Faculty (LANDSAM), and provide additional rules and guidelines to those set out in NMBUs [Regulations for the degree of Philosophia Doctor \(PhD\)](#). The rules and guidelines presented here apply to all PhD candidates admitted to a PhD programme at the Faculty, both candidates employed at the Faculty and candidates who are not employed at the faculty. All PhD projects at LANDSAM are further subject to national and NMBU rules and regulations concerning research ethics, personal data protection, and data management.

The Faculty, in accordance with the NMBU Regulations, has three years of full-time study as the nominal length of study for a PhD education. All PhD candidates at the Faculty shall normally start their studies at the beginning of the autumn semester (1 September). The norm is that maximum 3 months after starting their PhD studies, all PhD candidates, together with the supervisory team, the Faculty, and if relevant the external institutions involved, sign a written contract on the PhD education. The contract sets out the candidate's PhD education plan, and the responsibilities, rights and obligations of the parties involved. The PhD programme committee should approve the education plan before the contract is signed.

Supervision

Each PhD candidate will receive individual supervision, given by a supervisory team consisting of at least two researchers, one of whom is appointed as the main supervisor. The main supervisor should be employed at the faculty and PhD projects are expected to cover research topics of relevance for the faculty and research fields where the faculty has academic capacity and resources to supervise. Normally, the co-supervisor(s) in the supervisory team should also be anchored in the faculty's academic environment.

A final proposal on the composition of the supervisory team is, after consulting with the PhD candidate, forwarded by the main supervisor to the Head of Department of the relevant co-supervisor(s), and then submitted to the PhD programme committee for approval together with the PhD candidate's education plan. At a later stage, requests for possible changes in the supervisory team shall also be forwarded to the PhD programme committee for approval, after consulting with relevant Heads of Department.

If it is deemed necessary in order to ensure good quality, an external co-supervisor may be considered if the financial resources for such an arrangement are available. If the PhD project is attached to a larger project, payment for necessary external co-supervision should be covered by the larger project budget. Alternatively, the PhD candidate may decide to allocate part of the budget for running costs/*Driftsmidler* for this purpose (see below); or the main supervisor may apply for Department or other funds.

As a rule, needs for external co-supervision should be taken into consideration at an early stage of the PhD project. A need-based assessment should be made, and inclusion of an external supervisor recommended by the PhD programme committee prior to the submission of the PhD candidate's

education plan, so that inclusion of an external supervisor is both approved and budgeted prior to the approval of the PhD education plan.

PhD seminars

The education plan of all PhD candidates at LANDSAM shall include three seminars: Introductory seminar, Midway assessment seminar, and a Final seminar. For each seminar, one or two discussants/opponents/evaluators are assigned to provide comments and advice on the work presented, and to give a brief assessment of the work plan and progress of the candidate. The Introductory seminar can rely on internal discussants only (i.e. discussants employed at LANDSAM). For the Midway seminar, the supervisory team should invite an external discussant; the supervisory team can in addition invite an internal discussant. After the public part of the Midway seminar, the supervisors and the discussant(s) go through NMBUs evaluation form together with the candidate in a separate meeting. For the Final seminar, the supervisory team, in consultation with the PhD candidate, decides upon the most suitable format for the seminar: one or two discussants; internal or external discussants.

External discussants receive a payment of NOK 3.500 (incl. taxes), while travel expenses up to maximum NOK 5000 can be covered by LANDSAM budget if longer-distance travel for academic reasons is considered necessary by the supervisory team. However, the Faculty takes climate challenges seriously and encourages low-emission solutions, requesting the supervisory team in these cases to consider if seminars with external discussants can be arranged as Skype meetings.

Scholars who have served as external discussants at Midway or Final seminars will normally not be appointed as opponents and members of the evaluation committee for the PhD defence.

For PhD candidates employed at LANDSAM

The faculty appoints a PhD candidate who has been granted a PhD fellowship in a 100% position for three years. The overall aim of these positions is to make it possible for the candidate to complete a research education and submit a defensible thesis within the given three-year period. There is no duty work attached to the positions.

All PhD candidates employed at LANDSAM get access to basic IT equipment, including a standard PC, and services in agreement with regulations at NMBU and LANDSAMs policy.¹ Employed PhD candidates appointed after 2018 will further receive NOK 32 000 per year for three years as *driftsmidler* to cover running expenses related to the PhD studies, totaling NOK 96 000. This money will be set aside on an account at the faculty.

For candidates without an employment contract at LANDSAM

For candidates without an employment contract with the faculty, the faculty will not cover basic IT equipment nor *Driftsmidler*. These, as well as costs for necessary travel insurances, especially in connection with fieldwork outside the EU/EØS area, should be included in the candidate's own budget for the PhD studies. The amount and access to funds to cover running expenses should be detailed in the PhD agreement. There will also be an agreement including desk fee based on the university policy. This agreement will be between the faculty and the employer, affiliated university, etc. The annual desk fee in 2019 is kr. 100 000.

¹ Joint regulations for NMBU are being developed.

PhD candidates without an employment contract with LANDSAM will receive access to NMBU's IT- and Library services and buildings if needed. This is regulated through a separate agreement, which will be completed and signed before study start and is valid until the defense is completed.

Driftsmidler (All candidates)

Driftsmidler are funds that can be used to complete the doctoral project. Typically, the *driftsmidler* are used to cover expenses connected to conference participation, computer programmes, course participation (outside NMBU), equipment, books, field and survey work, publication fees, language editing (beyond 5000 NOK), copies of the dissertation (beyond 16 copies) and so on.² On the candidate's initiative, these funds can also be used to pay for external supervision (see above).

Language editing (All candidates)

The faculty supports each candidate with a maximum of 5000 for language editing of the thesis and translation of the summary. If more funds are needed for this purpose, these should be set aside in the candidates own budget.

Printing of the thesis (All candidates)

The faculty pays for (max) 16 printed copies of the dissertation for all PhD candidates (that is, 6 legal deposit, 2 for institutional archive, 3 for committee members, 1 for chair of committee, 2-3 for supervisors, 1 for candidate) for all PhD candidates. Additional copies for distribution need to be paid by the candidate/project.

PhD defence – opponents and cost coverage (All candidates)

In line with the ambition to promote environmentally responsible practices, the Faculty recommends that opponents if possible are found within reasonable travel distance, e.g. Northern Europe, making low-emission travels possible. An opponent's participation in the defence through a professional skype-arrangement should be considered as an alternative to long-distance travels, if opponents for academic reasons need to be brought in from afar. An absolute precondition for Skype arrangement is professional arrangements at NMBU and the affiliated institution for the opponent, ensuring that the PhD candidate remains at the centre of the event.

The faculty covers a dinner for the (present) evaluation committee members the day before the defence, hosted by the internal member of the committee (cost coverage according to State regulations), and a lunch at Campus on the day of the defence for both opponents and supervisors. Remuneration, travel expenses and per diem for the committee, flowers and refreshments during the scheduled break, and refreshments/cake and drinks at the reception afterwards are also covered by the faculty.

Extra work for the faculty/department by candidates employed at LANDSAM

The Faculty's policy is that the three-year period of a PhD education implies full-time work towards completing the project with the submission of a high-quality thesis.

If the candidate during the PhD-employment period gives a lecture or seminar directly related to the dissertation theme, or assumes responsibility for academic events closely related to the PhD topic, alternatively take on elected positions in boards and committees at NMBU, tasks which in total imply time use amounting to less than two weeks of time for the whole 3-year PhD period, these can be

² For more comprehensive information see [driftsmidler](#)

considered part of the PhD education. However, the candidate must explicitly and voluntarily accept to take on such tasks, and can also decline to do so; the priority within the 3-years' time frame being the quality of the candidate's research education and his/her possibility to complete the dissertation on time.

However, PhD candidates often want to complement their PhD education with getting more experience in a broader range of relevant tasks within academia to plan for an academic career. Such extra work may also be in high demand with Departments. When an interested PhD candidate's competence and capacity matches the Faculty's/Department's needs, extra paid work in education, co-supervision and/or education support must be agreed on through a separate contract. This extra work should also be relevant for the PhD research.

Conditions and remuneration follow NMBU's Regulations on extra work³. The candidate needs to contact the relevant Head of Department to make arrangements for tasks to be taken on as extra work. The Head of Department consults with the main supervisor to make sure that such work will not delay the completion of the PhD education with more than the agreed-on time use for the work, before setting up and signing a contract on extra work with the PhD candidate.

³ Joint regulations for NMBU are being developed.