

Overview deadlines and responsibilities - PhD education at REALTEK

Part 1: Application and admission, and implementation (Sept.2022)

Part 1 contains important information for PhD student and supervisors from start-up to final seminar. Part 2 (separate document) contains important information for PhD-student, supervisors and committee coordinator for finalization.

This information complements NMBU PhD information: <https://www.nmbu.no/en/research/phd>

Make sure you know your individual rights and responsibilities, as PhD student and as supervisor. Follow NMBU PhD regulations https://www.nmbu.no/en/research/phd/regulations_guidelines.

Forms are available here: <https://www.nmbu.no/en/research/phd/forms>

All forms must be filled in electronically, signed and dated. Please scan and send to phd-realtek@nmbu.no (if no other address is given). In case of questions/problems, please contact REALTEK PhD-coordinator Berit Lindstad – in room TF1-251, berit.lindstad@nmbu.no

COMPULSORY ACTIVITIES	Deadline	Who is responsible
Application and admission		
PhD candidates not employed by REALTEK need to fill in NMBU 1.1 Application for admission . More information on this web page	Within 2 months from start-up	PhD candidate and supervisor(s)
All PhD candidates are to fill in NMBU 1.2 PhD Contract and NMBU 1.3 Education plan : PhD contract, education plan, project description and progress plan for the PhD project, and data management plan are to be developed by the PhD candidate in cooperation with supervisors	Within 4 months from start-up	PhD candidate and supervisor(s)
Annual progress report		
Annual progress report is compulsory for all PhD students: NMBU 2.1 Progress report for PhD candidate - REALTEK	Annually by 1 October	PhD candidate and main supervisor
Compulsory seminars		Who is responsible
Please follow Recommended procedures for the three compulsory seminars of the PhD education . REALTEK doesn't cover any costs related to the seminars. Evaluation at midterm can be done by colleagues. Ahead of seminars: Submit PhD seminar form one week before, and administration will announce		
Initial seminar (within 6 months from start-up)	PhD candidate and supervisor(s)	
Mid-seminar (within 2 years from start-up): Main supervisor appoints internal and external evaluator (i.e. one of supervisors and one external to supervisor team) to evaluate progress and fill in form NMBU 2.4 Midway assessment	PhD candidate and supervisor(s)	
Final seminar (appr. 6 months before planned submission)	PhD candidate and supervisor(s)	

General requirements	Who is responsible
"5 minutes" introduction to PhD information meeting, forms, responsibilities, etc., with PhD-coordinator when starting	PhD candidate, main supervisor
Web page information: Add your picture and project description at personal page on nmbu.no when starting. At a minimum, include project title, starting date, and supervisor team. You can take your portrait photo on campus: http://sparre.no/booking/	PhD candidate
Keep regular contact PhD student and supervisors! A good way to explore expectations on both sides and to agree on your collaboration is the "Expectations - PhD candidate - Supervisor"	PhD candidate and main supervisor

Coursework: Minimum 30 ECTS at PhD or master level, at NMBU or other university	Who is responsible
For NMBU PhD and master courses, check academic calendar https://www.nmbu.no/en/research/phd/coursework and register for courses by deadline the semester you will take each course	PhD candidate
Special Syllabuses	
If you plan to do a special syllabus: When preparing NMBU 1.3 Education plan , please include NMBU 3.1 Agreement for special syllabus (one for each planned syllabus). Make sure to select "phd-level" and pass/fail, and to include the number of credits (1 ECTS = appr. 30 hours workload). Send to phd-realtek@nmbu.no	PhD candidate and supervisor responsible for Special Syllabus
If approved as part of the PhD education plan, form 3.1 will be returned signed	ADM
The semester you take the course, send the signed form to Student Information Centre, SiT@nmbu.no (see deadlines in academic calendar https://www.nmbu.no/en/students/administration/academic_calendar). SiT will sign you/individual students up for the course in Student Web	PhD candidate SiT
Ahead of deadline: Responsible supervisor appoints external evaluator, submit proposal on External Examiner Agreement , including CV for new sensors, to Studieveileder-realtek@nmbu.no	Responsible supervisor
Assessment: Fill in Assessment protocol for special syllabus . Scan and send to sensur@nmbu.no within deadline	Responsible supervisor and external sensor
SiT will include the grade/assessment in Student Web for individual student	SiT
Responsible supervisor is to send payment form for external examiners to Studieveileder-realtek@nmbu.no	Responsible supervisor
In case you take courses at other universities than NMBU	
When preparing NMBU 1.3 Education plan , include course description for courses offered by other universities than NMBU	PhD candidate and supervisor(s)
For external courses, send Diploma (stating your name, course period, course title, responsible university, and number of credits) to phd-realtek@nmbu.no	PhD candidate
Note that only courses approved as part of your PhD educational component will appear on your PhD diploma	PhD coordinator will check

Publications/articles/papers	When	Who
<i>Faculty of Science and Technology, NMBU</i> is to appear as your address on all papers (If you have another employer, please use both addresses)	Continuously	PhD candidate
For papers that will be included in your PhD thesis: 1: make sure to keep a post-print of papers accepted for publication. Often the post-print version (and not the final journal version) is to be included in your PhD thesis 2: prepare Co-authorship declaration (FORM 4.3) for each article/manuscript in the thesis, and have it signed by each co-author. Forms 4.3 will be forwarded to the evaluation committee together with the submitted thesis	Continuously 1: When a paper is accepted 2: as papers are prepared.	PhD candidate

IF YOU NEED TO MAKE CHANGES	Who
... to study period: NMBU 2.2.1 Changes to contract period , ... courses/education plan: NMBU 2.2.2 Changes to the required coursework, or ... supervisory team: NMBU 2.2.3 Changes supervisory team	PhD candidate and supervisor(s)
If you have taken other courses than those planned in Form 1.3, or later approved changes (form 2.2.2): NMBU 3.2 Application for approval of completed coursework	PhD candidate