PhD at the Department of Informatics

Almost all(?) the information, forms, and regulations you need as a PhD at II. This document is compiled from pages previously hosted at uib.no

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Beginning of the PhD programme

Applying for admission

Within two months of your start up date, you must apply for admission to the PhD programme at the Department of Informatics.

Application form (English)

A set of guidelines has been prepared for filling in the application form. We recommend that you open the guidelines during the process of filling in the application form.

Guidelines for filling in the application form

Getting student status

In order to register for classes and exams, you need to have a student status.

"Student status" means that you are able to register for classes and exams, and access to the learning platfrom Mitt UiB. It does not mean that you have accesss to student discounts. This is because you are an employee, and not a semester fee-paying student.

When your application for admission to the PhD programme has been approved, you will get get full student status. However, this is sometimes a lengthy process. If you plan to take courses the same semester you apply for admission, you must get a temporary student status.

To get a temporary student status, you must send the following to your PhD Coordinator:

Last name:

First name(s):
11 digit Norwegian National ID number*:
Sex:
Nationality:
Address in home country:
Address in Bergen:
Attached copy of passport:

You must also attach a copy of your passport, or bring your passport to the student advisor's office to make a copy.

After you have been granted a temporary student status, you can register for classes and exams at Studentweb

*obtained when applying for a tax card, contact HR for more information

PhD agreement

The agreement must be submitted to the PhD coordinator with the deadline stated in the letter of acceptance, normally within 3 weeks.

The agreement itself can be found here.

During the PhD programme

Semester registrations

Every semester you must complete the semester registration at Studentweb.

The deadlines for registering at Studentweb are

- 1 September for the autumn semester
- 1 February for the spring semester

As part of the registration, you must also register for classes and exams if you are taking any courses during the semester. See this link for information on registration, note that some of the information is specific for students (semester fee, student ID app etc.)

PhDs do NOT pay semester fee. If you get prompted in Studentweb or by email to do so, contact your PhD coordinator. In most cases this is related to Norwegian courses.

Registering for classes and exams

If you are taking courses, you must register for classes and exams at Studentweb within the deadline.

The deadlines are the same as for the semester registration:

- 1 February for the spring semester
- 1 September for the autumn semester

If your course is not already in your education plan, this is how you register for classes and exams:

Studentweb -> My active courses -> Search for the course code -> Complete the registration

After you have registered for the course, it will appear in your Mitt UiB. Here you will find schedules, exercises, information from the lecturer, and more.

Annual progression report

Every year, candidates and supervisors must report to the Division of research administration.

All candidates and supervisors are obliged to submit the annual progress report distributed by e-mail from the Division of research administration in the beginning of October. Deadline is 1 November.

If you just started your programme or have submitted your thesis, you do not have to report. This is also true for the supervisor.

Midway assessment

The midway assessment is mandatory for all candidates, and is an opportunity to present and get feedback on your research.

As required by the Action Plan for PhD education at the University of Bergen, the department has implemented a midway presentation (MWP) for all PhD candidates. All PhD candidates must complete the MWP at the halfway point of their PhD education, i.e. after 3 semesters for candidates without teaching duty and after 4 semesters for candidates with teaching duty.

As for the content of the MWP itself: The candidate should present the goals for the thesis, the results so far, and the way these results will contribute to the further work.

See links:

Procedures for midway evaluation

Report form, candidate

Report form, supervisor

Completing elements in your training component

The training component consists of at least 30 ECTS, including ethics and outreach.

The training component can include formal courses from the UiB (or other education institutions) course catalogue, or special curricilum. Examples of the latter can be winter/summer schools, courses in knowledge presentations, national and international research courses. See the guidelines for details.

When you complete formal courses, they should appear in your Studentweb education plan without any actions from your part. However, if you have completed ECTS rewarding activites outside of the course catalogue (presentations at international conferences, winter/summer schools), you must submit documentation to your PhD coordinator:

International conference with presentation of research

- List of participants
- Schedule
- Your presentation (slides, manuscript, poster etc.)

Winter/summer schools

- Schedule
- Diploma, proof of participation

Seminar on self-selected topic

You and your supervisor must suggest a topic and a committee three weeks ahead of the seminar. The committee must be two persons, both can be from the department. The topic must be approved by the Board of doctoral education. Topic, venue and committee must be announced at the department web site two weeks in advance.

See this site or contact your PhD coordinator for details.

Popular science activities

You can find a list of pre-approved popular science activities, as well as documentation required, from the link:
https://ekstern.filer.uib.no/ii/phd%20guide/attachments/popular_science_categories.pdf

Other activities

- Diploma, proof of participation
- Description of content and scope

Changing elements in your training component

If you are making substantial changes to your training component, you must write an application.

You must apply for changes in the training component if you are changing 10 ECTS or more from the approved plan in your application. See your "Letter of acceptance" if you need a reminder.

Style the application to the "Board of Doctoral education at the Department of Informatics", and submit it to your PhD coordinator.

You can find templates for the application below.

Important: the application must be dated and signed by you and your principal supervisor.

In order to keep the number of applications low, you are encouraged to delay your application until all the elements are finalized.

Template for changing elements in training component

Yearly appraisal interview

The Department Head delegates the responsibility for the appraisal interviews to a selected group of permanent scientific staff, called "mentors". An offer of one yearly appraisal interview is mandatory, in addition comes the amount of contact deemed necessary by the mentor and/or the candidate. If the mentor and/or candidate encounters serious challenges or problems, the administration must be notified. For challenges related to research or studies, contact the Board of Doctoral Education (FU) at the department: Head Ahmad Hemmati or PhD coordinator Eirik Rekve Thorsheim. For challenges related to HSE/HR, contact Head og the Administration Espen Klungseth Rotevatn or Head of Department Inge Jonassen

The yearly appraisal interview must be conducted in line with UiB's guidelines. Instructions for the mentor can be found here (Norwegian only), and the form (English) is attached further down this page. The form can also function as a guide for relevant topics for the appraisal interview.

Information for the candidate can be found here. This link should be sent to the candidate along with the invitation to the appraisal interview.

Form used during appraisal interview.

Research school

Research School in ICT

Towards the end of the PhD programme

Applying for final approval of your training component

Well in advance before the planned defense the PhD candidate must apply for approval of the training component to the department's Board of Doctoral education.

You can find a template for the application here. Submit the application to your PhD coordinator.

If not all elements of the training component have been carried out, the application must include a plan for completion. The application must be dated and signed by the candidate and principal supervisor.

NOTE: Have you made any changes to your original, approved plan described in your acceptance letter? If yes, see the section called “Changing elements in your training component” further up this document.

Submitting your thesis and applying for evaluation

The thesis and application for evaluation are submitted digitally.

Information for the candidate:

The thesis must be submitted at least twelve weeks prior to the defence. See this link for information on the submission procedure.

Note: your training component must be approved before you can submit your thesis. See this page for more information on approval of the training component.

When the thesis is submitted, you can start working on the press release (must be in Norwegian), see this link for more information. The deadline for submitting the press release is three weeks prior to the defense.

Information for the supervisor:

Twelve weeks prior to the defence, the supervisor must submit the following document (example below):

a statement identifying the candidate's input in joint work

In addition the supervisor must suggest an assessment committee and date and time for the defense.

The committee suggestion must include the following information about the (external) committee members, in both Norwegian and English:

Etternavn/Last name

Fornavn/First name

Institusjon/Arbeidssted/Institution/Place of employment:

E-postadresse/Email address:

Land/Country:

Kjønn/gender:

Grad/Academic degree:

Stilling/position:

Tlf/Tel:

See the regulations page 17 for information on the requirements for the assessment committee

The PhD coordinator will collect declarations of impartiality from all three members of the committee.

All the information and documents can be submitted to the PhD coordinator, either by email or in person.

Trial lecture

The trial lecture shall be given after submitting the dissertation but prior to the defense.

The trial lecture is part of the requirements of the doctoral education. The trial lecture is held after thesis submission and before the doctoral defence and will be evaluated by a three-member committee including and lead by the head of the doctoral evaluation committee. The remaining two members are chosen from the departmental scientific staff. According to UiB-regulations both genders should normally be represented.

The duration of the trial lecture is 45 minutes, and the level should be appropriate for an audience with previous knowledge one could expect to find among master's students in the field of study.

Three weeks prior to the trial lecture, the supervisor suggests a topic, committee and date and time for the trial lecture. The suggestions can be sent to the PhD coordinator by email. The topic must not be within the central field of the doctoral work, and is kept secret from the candidate. The trial lecture must be successfully completed before the defense.

The topic will be announced by the PhD coordinator to the candidate 2 weeks (10 workdays) in advance. All necessary documentation will be delivered to the head of the committee in good time before the trial lecture.

See the guidelines for more information.

The evaluation committee's recommendation and printing the thesis

The recommendation states whether the work is worthy of defense for a doctoral degree.

The evaluation committee submits the recommendation to the PhD coordinator four weeks ahead of the defense, which in turn submits it to the candidate. The candidate is given two weeks to submit any written remarks to the committee's recommendation.

Formal errors (punctuation, typing errors, minor layout changes etc.) may be corrected in the thesis. See this link for information on Errata

When a positive recommendations has been submitted, the candidate should immediately start the printing process, see below:

Printing process (ENG)

Printing process (NOR)

Public defence

The final stage of the doctoral training is the public defence of the thesis.

After receiving a positive recommendation from the evaluation committee, the thesis will be defended by discussing the research findings with the opponents at a public defence. After a successful defence the PhD degree is granted and the diploma is issued and presented at the formal graduation ceremony. The candidate and supervisor will be invited to this in due course.

Defence procedures: See this link

Instructions for the defence leader (not the same as leader of the committee) can be found below. Note that the Faculty will send a complete manuscript in due course.

The leader of the doctoral evaluation committee is a senior member of the departmental scientific staff. The leader will coordinate the defence in collaboration with the administrative contact person at the department. The candidate must be in close contact with both parties for detailed information.

Room booking: PhD coordinator

Flowers, cakes and bubbles: Receptionist

Hotel and flight bookings for the opponents: Opponents OR Supervisor + Receptionist

Bringing at least ten hard copies of the thesis to the defence locale: Candidate

The receptionist will also prepare the defence locale and the locale for the celebration afterwards, normally the lunch room in 4th floor.

The required copies of the thesis for the library, will be extracted by the transport section.

Instruction for the leader of the defense: instructions_leader_of_defense.odt

Doctoral degree awards ceremony

You will receive the doctoral diploma at the official promotion of new doctores in August, January or April/May. A separate invitation will be sent to you and your supervisor in due course.