

## Guidelines for obligatory end seminar for PhD candidates in artistic research, KMD

*This is a translation of the Norwegian version of the document «Retningslinjer for obligatorisk sluttseminar for ph.d.-kandidater i kunstnerisk utviklingsarbeid, KMD»*

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- It is the department's responsibility that an end seminar is conducted for the PhD candidate.
- The seminar should be held within 3 months before the deadline for the application for assessment.
- The main supervisor must inform the department that the candidate is ready for the end seminar and propose a date for the seminar.
- The department appoints a committee, calls for an end seminar and informs the faculty.
- The end seminar can also be carried out in collaboration with GRS, ARF or other relevant partners.
- The committee must normally consist of three people: Head of department or head of research, main supervisor, and another professional employee from the candidate's research group, -project or -environment. The committee is chaired by the head of department or head of research.
- The institute can choose to use external professionals. Please note that external professionals on the committee for the end seminar will not be able to be members of the assessment committee for the final assessment.
- When using external professionals, the department must notify the PhD coordinator for the preparation of appointment letters and for reimbursement of expenses.
- External professionals (can) be compensated according to UiB's current fee rate for midway evaluation.
  
- Two (2) weeks before the seminar, the candidate delivers a plan for public presentation of artistic material and a draft of artistic reflection, plan for publication and permanent storage of the PhD result as well as an overview of necessary permissions and declarations.
- The seminar consists of the following parts:
  - The candidate's presentation of artistic results: approx. 30-45 min
  - Discussion with committee: approx. 90-120 min
- The committee must decide whether the preliminary results and the plan for public presentation of artistic results and reflection material are at such a level that the institute will be able to recommend an application for assessment.
- The main supervisor takes minutes and writes a report after the seminar that describes what should be strengthened and improved before the candidate applies for final assessment.
- The report is signed by the committee and the candidate and sent to the PhD coordinator for storage in the student folder.

- If the committee finds significant weaknesses in the project, the committee leader must call the main supervisor and the candidate to a follow-up meeting within two months and before the candidate applies for a final assessment.
- Candidate and supervisor explain the improvements that have been made.
- The committee leader writes a short report which is saved in the student folder.