

# Standard regulations for the degree of Philosophiae Doctor (PhD)

*Approved by Norwegian School of Sport Science (NSSS), December 2003, founded on the Act of April 1, 2005 nr. 15, relating to Universities and University Colleges.*

*Revised and approved by Norwegian School of Sport Science (NSSS), September 2 2009, November 9 2010, June 23 2011, December 15 2011.*

## **Section 1      Applicability of these regulations**

These regulations apply to the doctoral program culminating in the degree of philosophiae doctor (PhD) and pertain to admission, participation in and completion of the degree program.

## **Section 2      Objectives**

The doctoral program shall qualify students for research activity at a high academic level and for other types of work in which a high degree of academic expertise is required.

## **Section 3      Responsibility for the doctoral program**

Doctoral programs are under the jurisdiction of The University Board, which determines regulations for the program's organization.

*NSSS's board has given The Committee for Research Education "KFU" the responsibility for the research education at NSSS, hereby to ensure that the Standard regulations for the degree of Philosophiae Doctor (PhD) with its supplemental regulations is followed. Suggestions for changes in the Standard regulations for the degree of Philosophiae Doctor (PhD) with its supplemental regulations shall be treated by "KFU" and then be presented to the board for a final decision.*

## **Section 4      Contents of the doctoral program**

The doctoral program shall primarily consist of research activity conducted under an academic advisor.

The doctoral program consists of:

- Completion of an independent piece of research in active collaboration with the academic advisor and other researchers
- An approved set of courses or instruction
- Participation in active research environments, both national and international
- Research dissemination that is closely linked to the dissertation in progress.

## Section 5 Admission

### *Admission requirements*

In order to be admitted to a doctoral program, the applicant must usually have completed a five-year Master's program or its equivalent which the admitting institution has approved as a sufficient basis for admission to the doctoral program in question.

*To be admitted to the doctoral program at NSSS, the applicant must normally have received a masters degree in sport science/cand.scient in sport science or equivalent education at this level and be able to document physical education/sport relevant competence, or in some way be able to document sport scientific knowledge and insight. The requirement of having a background in sport science may be waived only if it is not required knowledge for doing the studies.*

*Applicants to the doctoral studies shall as the primary rule have received a grade point average of minimum B/2.5 or better on their master degree/cand.scient degree.*

*Applicants who can document extensive sport scientific knowledge may in exceptional situations and on the basis of an overall evaluation, and with particular weight on research and development work, be exempted from the grade point average requirement of B/2.5.*

### *Application*

The application for admission to a doctoral program shall contain:

1. A proposal for the dissertation project
2. A detailed plan for the completion of the project, including interim deadlines, etc.
3. An account of project funding
4. A description of the necessary infrastructure
5. An account of the need for academic advising and the name(s) of proposed advisor(s)
6. Any relevant plans for extended stays at other, including foreign, research institutions or organizations
7. A plan for publication/dissemination of results
8. Documentation of educational background qualifying for admission
9. Information concerning any intellectual property restrictions related to the rights of other parties

Each institution sets its own application form.

The detailed plan for completion of the project and the project proposal shall be prepared in collaboration with the principal academic advisor. The proposal shall give an account of the area of research, the research question, and the selection of relevant theory and method. The application may contain a draft proposal, but students are then required to submit a complete proposal within six months of admission.

*Applying for admission to the doctoral degree program at NSSS can be done in two different ways: A two- step evaluation of the application for admission or a one-step evaluation of the application for admission.*

*Two-step evaluation of the application for admission*

*In the application the candidate hands in a proposal for the dissertation project. The proposal for the dissertation project shall present the area of research, the research questions and the selection of relevant theory and method. The above listing points 2-9 shall be enclosed in the application. Based on the application "KFU" appoints a principal academic advisor for the applicant. The applicant in collaboration with the advisor shall work out a complete dissertation project description within 6 months after the principal academic advisor is appointed. The complete dissertation project description shall not exceed 10 pages, excluding literature list (12 points , 11/2 space). "KFU" makes the final decision about admission based on the complete dissertation project description and the above listing points 2-9.*

*One-step evaluation of the application for admission*

*In the application the candidate hands in a complete dissertation project description. The dissertation project may be worked out in collaboration with the principal academic advisor and shall present the area of research, the research questions and the selection of relevant theory and method. The complete dissertation project description shall not exceed 10 pages, excluding literature list (12 point , 11/2 spaced).*

*For academic advisors outside NSSS a CV shall be enclosed.*

*Applications for positions as research scholars shall not be hired in a research scholar position before "KFU" has made its decision about admission to the doctoral program. Exemption from this rule is scholarship positions when hired into a predefined project; the main advisor is appointed and the project description is done by the relevant research environment. In such cases the hiring may take place under the conditions that an application to the PhD program be presented to "KFU" for treatment in accordance with the above rules at the latest within two months from the time of hiring.*

*The application shall be submitted in 5 copies.*

*Decisions concerning admission*

Decisions concerning admission are made on the basis of a holistic evaluation of the application. Admitting institutions may stipulate criteria for use in ranking qualified applicants when the number of applicants exceeds the admissions capacity of the institution.

Admission to the doctoral program may be made contingent upon funding, institutional admissions capacity, provision of a detailed plan for completion, completion of additional educational programs or courses, and agreements concerning rights to intellectual property.

The following shall be included in the official notification of admission to the program: the name of the academic advisor, delegation of responsibility for any other specific needs stipulated in the application, and the specific dates of the program contract period. Any extension of the contract period must be related to the rights of employees pursuant to Norwegian law, or be the subject of a separate agreement.

Admission may be denied in the event that:

- rights to intellectual property prevent the publication of results and an open defense of the dissertation
- the relevant and current agreements pertaining to intellectual property are so unreasonable that the institution should not participate in the research project

*"KFU" is responsible for decisions concerning admission to the doctoral program. "KFU" has the final decision in regard to requiring supplementary assessment prior to admission, or for requesting additional requirements to the organized training program as recommended to "KFU" by the section where the candidate will be affiliated.*

*In situations where "KFU" does not hold the professional expertise in a subject area, "KFU" can procure an expert opinion from one or several persons or appoint an expert committee.*

*When evaluating permanent scientific staff at NSSS for admission to the doctoral program a professional expert committee shall be appointed. The committee should be represented by 3 external members from outside NSSS.*

## **Section 6      The contract**

Admission to the program is formalized through a written contract for the doctoral program. The parties to this contract are the doctoral student, the academic advisor(s) and the unit (program) to which the student has been admitted. In the event that a student has his/her place of work at an institution other than the admitting institution, a separate contract must be drawn up to cover working conditions, including the amount of work time to be allocated to the dissertation project, funding of operating costs, and the need for equipment. The contract shall guarantee that the student participates actively in a research environment and shall facilitate student completion of the program within the stipulated period.

*A standard contract for the doctoral programme at NSSS has been formulated. The contract is signed by the doctoral candidate, the academic advisor(s) and the section represented by the section leader, as soon as possible following admission to the program.*

*In situations where the doctoral candidate shall conduct his/her research project at another institution, NSSS must enter into a written agreement with the institution. Significant changes in study plans and/or change of supervisor must be approved by "KFU" subject to a recommendation from the section leader.*

## **Section 7      The Doctoral Program**

The doctoral program shall be designed such that students are able to complete their studies within the stipulated time frame. The contract period may be extended in the event that a student is granted leave from the program on the basis of his/her legal rights as an employee.

The institution shall provide all doctoral students with courses and instruction at a high academic level. In the event that the institution or unit responsible for the program does not provide all required courses, that institution must facilitate student participation in comparable

courses at other institutions or units that provide accredited doctoral instruction. In subjects where there is no course instruction, students may submit individual reading lists for approval in lieu of course participation.

The instruction component of the doctoral program shall include courses amounting to 30 credits, and shall include the compulsory course(s) in the philosophy of science and ethics. Completion of the instruction component shall be approved before submission of the dissertation. Applications for amendment of previously approved plans for the instruction component shall be prepared in collaboration with the academic advisor and be considered by the institution.

The program institution may grant exemption from part of the instruction component in the event that the student has completed equivalent and approved instruction or courses at another unit or organization.

*The instruction programme consists of a course in the theory of science and ethics, an in-depth study of a subject matter and methodology and courses within general qualitative and quantitative methods (totally 40 credits).*

*Permanent scientific staff at NSSS with a graduate degree may participate in the organized instruction program and take the exam without prior acceptance to the doctoral degree program.*

*To pass the training program, it is a requirement to receive “laud”/B on the exams in all the above subject matters.*

*NSSS’s regulations for handling cheating or attempted cheating during exams will also apply to exams that are part of the doctoral program.*

*Theory of science (5 credits)*

*An obligatory course in the theory of science and ethics is offered in the doctoral program. The course gives 5 credits.*

*At the end of the course the student shall hand in a draft for an essay dealing with scientific cases in the students own project. The grading uses the pass/fail system. An external censor is used in the evaluation.*

*In-depth academic and methodological study (30 credits)*

*The doctoral candidate must pass a written and oral examination no later than one year after the doctoral programme has begun.*

*The following guidelines are in effect for the examination:*

*“KFU” appoints the examination committee and approves the curriculum. The curriculum is prepared in cooperation between the academic supervisor and the candidate. The academic supervisor must submit a proposal to KFU no later than 8 weeks prior to the examination suggesting the two other committee members and the curriculum.*

*The written examination consists of an assignment that the candidate has 14 days to complete. The content of the examination must be designed to challenge the candidate both on in-depth academic knowledge of the field and on scientific methodology in the research area.*

*The curriculum for the examination must consist of an in-depth academic study component corresponding to 20-25 credits (minimum 1,000 pages) and an in-depth methodological study component corresponding to 5-10 credits (minimum 500 pages), for a total of 30 credits. The curriculum for the academic component must be relevant for the doctoral thesis as well as reflect current theory and research within the academic field. The curriculum in methodology must also include other types of research design and methods for data collection beyond what is directly relevant for the candidate's own doctoral work.*

*To be eligible to sit on the examination committee for this area, members must have a doctoral degree and qualifications at the associate-professor level. In addition, the members must be able to demonstrate that they have independently produced scientific works which have appeared in publishing channels approved by the Ministry of Education and Research for this purpose after having completed their doctoral degree.*

*The examination committee must consist of three members. To the extent possible, both genders should be represented. At least one member must not be affiliated with NSSS. The academic supervisor is to serve as chair of the committee.*

*The academic supervisor proposes the examination text, which must then be approved by the committee. The examination should deal with a subject matter related to physical activity and/or sports and challenge the candidate both academically and methodologically. The oral examination should provide feedback on the written examination and test the candidate's knowledge of the curriculum.*

*Both the written and oral examinations must be passed at the "laudable"/B level and be graded on a pass/fail basis.*

*Literature from doctoral-level courses taken at NSSS or other institutions may be approved as part of the curriculum for the examination.*

*Curriculum that has been part of lower level examinations cannot be included in the curriculum for this examination.*

*Candidates who receive a failing grade on the written examination are not eligible to take the oral examination. Those who receive a failing grade on the oral examination must retake it. Candidates are permitted two attempts each to pass the written and oral examinations. A new examination, either written or oral, must be taken within three months. A new written examination must contain new questions. A new oral examination must test the candidate on the original written assignment and curriculum.*

*Candidates who are unable to take the examination within one year of the start of the doctoral programme must apply to "KFU" for an extension. The application must state the reasons why an extension is necessary. An application should be submitted as soon as the candidate realizes that it will be impossible to take the examination within the deadline and no later than six months after the programme has begun. The academic supervisor must provide an explanation and recommendation for the application.*

*NSSS may terminate the candidate's participation in the programme if the examination/application for an extension in accordance with the above guidelines is not taken/received.*

*NSSS may offer yearly courses/seminars for the doctoral candidates.*

#### *Qualitative and quantitative methods (5 credits)*

*It is a requirement that the doctoral candidate accomplishes credit giving courses in general qualitative or quantitative methods equal 5 credits, at doctoral level at NSSS or other academic institution. The credits shall be approved by The Committee for Research Education (KFU).*

*The courses should primarily be accomplished within the first year of study but at the latest within the first two years.*

### **Section 8      Affiliation with a research environment**

The principal advisor, in cooperation with the institution, is responsible for facilitating the doctoral student's regular participation in an active research environment involving senior researchers and other doctoral students. For doctoral students attached to other institutions, an agreement is to be set between that institution and the degree-awarding institution in order to regulate working conditions, including active participation by the doctoral student in an active research environment. (See Section 6).

*Doctoral students shall be associated with an academic section. The section leader in cooperation with the principal academic advisor are responsible for facilitating regular participation in a research environment for the doctoral student. It is a prerequisite that the candidate presents his/her research nationally and internationally during the doctoral study.*

### **Section 9      The dissertation**

#### *Dissertation requirements*

A dissertation shall be an independent piece of academic research which meets international standards in the discipline within which it is written. The dissertation shall contribute to the development of new knowledge and achieve a level meriting publication in the literature in the field.

Research carried out in collaboration with others may be approved as part of a doctoral dissertation to the extent that the doctoral student's individual input can be identified and documented.

Collections of several smaller research papers may also be submitted as a doctoral dissertation to the extent that the doctoral student's individual efforts can be identified and documented.

#### *Work that may not be submitted*

Research work which has been submitted for previous examination purposes may not be submitted for assessment as part of a doctoral dissertation unless it is included as a minor part of a dissertation consisting of several related works.

#### *Resubmission*

A doctoral dissertation which has been rejected at the program institution may be resubmitted in revised form six months after the initial rejection. A dissertation may only be resubmitted for new assessment once.

#### *Public availability*

The dissertation shall be available to the public two weeks prior to the public defense, at the latest.

There shall be no restrictions on the publication of a doctoral dissertation. An exception may be made in the event that a prior agreement has been made concerning delayed publication at an agreed upon date. Such an agreement may be take place when the doctoral work is partially or wholly funded by an external party, in order that that external party may determine its interest in possible patents or commercialization of research results. An external party may not require that all or part of a doctoral dissertation be withheld from publication or in any way hinder its being made publicly available.

#### *Rights to use of research results*

The doctoral student's rights to the results of his/her own research, the exploitation of patentable findings, copyrights, etc are regulated by the institution's general regulations pertaining to this area of law as well as the Norwegian Act pertaining to inventions produced by employees.

*The thesis should be in the form of a single piece of work, or in the form of research articles that are linked together to a whole. The articles in the thesis should be published in a national or international recognized journal with review, be accepted to be published or be considered publishable by the academic supervisor.*

### **Section 10 Academic advising**

Work on a doctoral dissertation shall include individual supervision from an academic advisor. The doctoral student shall have regular contact with his/her advisor(s) and shall participate in an active research environment.

At least one of the advisors shall be employed at the admitting institution. The advisor must have a doctoral degree or its equivalent.

If a doctoral student has more than one advisor, one of the advisors shall be appointed principal advisor. The principal advisor is primarily responsible for the academic supervision of the student. The principal advisor shall normally be employed at the admitting institution.

Both student and advisor shall submit the required reports and documents, in accordance with the regulations of the institution, see Section 11.

*A minimum requirement for the main academic advisor is associate professor and a doctoral degree. In addition, the advisor must have proved production of independent scientific work in publishing channels approved by The Ministry of Education and Research for this purpose after his/her doctoral degree.*

*Division of work between several academic advisors should be put in the doctoral agreement.*

## **Section 11 Quality assurance and reporting**

Each institution shall maintain a system for quality assurance of its doctoral programs. This system shall include measures to reveal insufficient progress in doctoral work and inadequacies in academic supervision, as well as routines for handling any such deficiencies that might arise. This system shall include annual, individual reporting from the doctoral student and the academic advisor, and shall be designed such that dual reporting is avoided.

*Each candidate shall yearly work out an annual report in accordance to established guidelines that gives an account of the progress in the doctoral work. The principal academic advisor shall approve the report. The report shall be treated and approved by "KFU". "KFU" is responsible for revealing insufficient progress in the doctoral work, inadequacies in academic supervision and to respond with appropriate actions to correct inadequacies. "KFU" informs the academic sections about the result from the annual reports. "KFU" shall ensure that the quality assurance system works and may in cases of inadequate reporting decide to stop or terminate the doctoral study.*

## **Section 12 Termination of the contract**

Severe breach of contract, such as lack of progress over time, violation of ethical rules and standards or major changes in the dissertation project may result in the institution's termination of a doctoral student's contract prior to term.

*If a doctoral student has not handed in his/her dissertation for assessment within 8 years after admission to the doctoral program, the study is considered terminated. KFU can exempt from this rule. In the case of an appeal the board is the decision-making body.*

## **Section 13 Awarding of the degree**

The doctoral degree is awarded on the basis of:

- An approved doctoral dissertation and a satisfactory public defense
- Completion and approval of required instruction, or equivalent, approved schooling or qualification
- An approved trial lecture on a specified topic

## **Section 14 Application for assessment for degree**

An application for assessment of a doctoral dissertation shall be directed to the body specified by the relevant doctoral program. The application shall also contain the requisite number of copies of the dissertation and documentation of completion and approval of the instruction part of the doctoral program. If the dissertation is found worthy of public defense, an

additional number of copies of the dissertation shall be provided, in accordance with the regulations of the individual doctoral program.

The dissertation shall be submitted in a standard format and in the form (paper, electronic) stipulated by the institution.

Work or parts of work previously approved for a doctoral degree in Norway or at a foreign institution may not be submitted even if the work has been revised.

*The application to have the doctoral thesis examined must be sent to NSSS, subject to the attention of Administration of research and reference. Included in the application there should be a verification that the training program is passed, in addition to six copies of the dissertation.*

## **Section 15 Appointment of Dissertation Committee**

The institution shall appoint a Dissertation Committee consisting of at least three members. The composition of the Committee shall be such that:

- both sexes are represented, to the extent possible
- at least one of the members has no association with the appointing institution
- at least one of the members is from a foreign institution, to the extent possible
- all members hold doctoral degrees or their equivalent

The doctoral candidate's own department or research group or unit may propose potential committee members. Grounds for the proposal must be provided and the proposal shall also indicate how the committee as a whole covers the field(s) dealt with in the dissertation.

The institution shall appoint either one of the committee members or another person to serve as committee chair.

The academic advisor shall not be a member of the Dissertation Committee or function as its chair.

*The academic advisor submits a list of proposed members of the dissertation committee to the head of the candidate's department. Consideration should be given to whether the members can serve in an impartial manner. The dissertation committee is appointed by KFU on the basis of a recommendation from the department head.*

*The dissertation committee is chaired by one internal member who is considered to be a fully participating member of the committee. The committee's external members write their own independent evaluations and submit these to the committee's chair. It is the chair's responsibility to administer the committee's work and to compile the external members' evaluations into a single evaluation report. If the chair has additional comments, these may be incorporated into the report. The evaluation must conclude whether the dissertation is worthy of a public defence.*

## **Section 16 The work of the Dissertation Committee**

*Withdrawal and reworking*

A dissertation which has been submitted may not be withdrawn before the Dissertation Committee has determined whether or not it is worthy of public defense. The doctoral candidate may nonetheless correct formalities in the submitted dissertation. In the event that the candidate does so, corrections must be submitted no later than one month prior to the defense.

The above notwithstanding, an institution may allow reworking of the dissertation on the basis of the Dissertation Committee's preliminary comments. If such reworking is allowed, a deadline for completion shall be set, and the period allowed shall normally not exceed six months.

If the dissertation is not approved, resubmission is not allowed until six months subsequent to the Committee decision.

#### *Obligation to provide information*

An academic advisor may be summoned by the Dissertation Committee in order to provide information concerning the advising carried out and the dissertation work.

The Dissertation Committee may request that the doctoral candidate submit material and/or data or provide any relevant additional information.

#### *The report of the Dissertation Committee*

The Dissertation Committee determines whether the dissertation is worthy of being defended in a public defense. The decision of the Committee is to be presented in an assessment report. The decision presented in the report and any dissenting views must be substantiated.

The report of the Dissertation Committee shall be presented to the doctoral candidate, who is given a period of 14 days in which to submit written comments on the report. If the doctoral candidate does not wish to do so, the Committee shall be promptly informed.

#### *Deadlines*

The report of the Dissertation Committee shall be presented no later than three months after receipt of the dissertation, unless the institution has stipulated otherwise. If the Committee allows reworking of the dissertation, a new period commences upon resubmission of the dissertation.

### **Section 17 The report of the Dissertation Committee and institutional procedure**

#### *Procedure with unanimous committee decision*

If a Dissertation Committee submits a unanimous report, this report shall be adopted and duly noted by a majority vote in the University Board or the institutional body authorized by the

Board to deal with such matters. If a majority of this body finds that there are grounds to doubt that the dissertation should be approved, in spite of the unanimous report of the Dissertation Committee, the institution shall either request further clarification from the Dissertation Committee, or appoint two new reviewers, who shall submit individual assessments of the dissertation. The doctoral candidate's comments, if any, shall be appended. The authorized body then votes on the basis of the original report and the subsequent reviews.

*Procedure with a non-unanimous committee report*

If the Dissertation Committee is not unanimous in its decision regarding the dissertation, the institution may vote on whether or not the dissertation is to be approved, the institution may request further clarification from the Dissertation Committee, or the institution may appoint two new reviewers, who shall submit individual assessments of the dissertation. The institution then votes on the basis of the original report and the subsequent reviews.

*The evaluation committee shall submit its report within three months after the doctoral dissertation is submitted. The evaluation committee sends a written report of the evaluation to "KFU" with a copy to the candidate. The evaluation committee should evaluate the dissertation as pass or fail.*

*If at least two-thirds of "KFUs" meeting members come to a conclusion that despite a unanimous committee evaluation recommending a pass, that there is doubt regarding whether the dissertation should be passed, "KFU" shall appoint two experts to independently submit their statements. "KFU" cannot set aside a unanimous committee evaluation without the support of additional expert statements. If both the expert statements support the conclusion of the first committee evaluation, then this conclusion should be allowed to stand. If the committee's evaluation is supported by only one expert statement, the final decision will be made by "KFU" and "KFU" will support the original decision if one-third of "KFU's" members present support this conclusion.*

*If there is disagreement in the evaluation committee, "KFU" shall get individual and independent statements from two new experts. If both the expert statements support the conclusion of the majority in the first evaluation committee, this conclusion shall be followed.*

*"KFU" makes its decision by simple majority voting unless otherwise explicitly stated.*

*If the candidate is given the opportunity to present a trial lecture and public defence the candidate shall according to current rules, hand in a summary in English in addition to a brief presentation about the doctoral work suitable to use as an information/press release.*

*NSSS has formulated practical guidelines for the process evaluating the doctoral dissertation and the public defence of the dissertation.*

## **Section 18    The trial lecture**

Doctoral candidates shall hold a trial lecture on a given topic. The topic for the lecture is determined by the Dissertation Committee and is given to the candidate 10 working days prior to the holding of the lecture.

The trial lecture shall be held after the dissertation is submitted and before the defense of the dissertation and shall be approved by the Dissertation Committee.

*The trial lecture at NSSS should address “an imagined, enlightened, educated public”, in this setting to be understood as “an audience of sport scientists and physical education/sports students from higher level studies”.*

## **Section 19 Defending the dissertation**

When the trial lecture has been held and approved by the Dissertation Committee, the doctoral candidate may defend the dissertation in public. The venue and time for the defense shall be posted well in advance, as shall information concerning publication and availability of the dissertation.

The defense shall be held in the language in which the dissertation is written or in Norwegian, unless otherwise stipulated by the institution.

There shall normally be two opposing speakers, or discussants at the defense. These two shall be members of the Dissertation Committee and shall be appointed by the institution.

The defense shall be led by the academic leader of the doctoral program or his/her representative. The leader of the defense shall give a brief presentation of the procedure completed thus far, including submission of the dissertation, the Committee report and the trial lecture. After this introduction, the doctoral candidate shall give a brief overview of the objectives and results of the dissertation project. The first opposing speaker commences the discussion, and the second concludes the defense. The institution may, however, stipulate a different order and/or division of labor between the doctoral candidate and the first opposing speaker. Members of the audience who wish to pose questions from the floor must notify the leader of the defense of their desire to do so by a designated time in the proceedings.

After the public defense, the Dissertation Committee sends a statement of its evaluation of the defense to the institution. This statement shall conclude either that the defense has been approved or that it has not.

In the event that a defense is not found satisfactory, a new defense may be held. If possible, the new defense shall be evaluated by the original Dissertation Committee. The defense must be found satisfactory before a diploma may be awarded.

*After the public defence, the evaluation committee sends a report to NSSS’s board to determine whether the candidate should receive the doctoral degree. The report should make an account of how the committee has evaluated the doctoral dissertation and the candidate’s public defence of the dissertation. In its conclusion, the report should state whether the exams (the dissertation, the public trial lecture and the defence) are collectively deemed satisfactory.*

## **Section 20 Awarding of the degree, diploma and transcript**

When the institution has approved the course component, dissertation, trial lecture and defense, a doctoral candidate is awarded the degree of Philosophiae Doctor (PhD) by the University Board.

A diploma and transcript are issued by the institution. The institution shall determine the information to be provided on the transcript. The transcript shall contain information concerning the academic program in which the candidate has participated.

## **Section 21 Appeals**

### *Appeal of application and admissions proceedings*

Decisions regarding admission to the doctoral program (with reference to Section 5) may be appealed in accordance with the provisions of Section 28 and following of the Norwegian Public Administration Act. Appeals, which shall include mention of the grounds for the appeal, shall be submitted to the institution. If the original decision is maintained, the appeal shall be sent to the institution's central Appeals Board for consideration.

*Complaints related to the acceptance of candidates or the application process are to be sent to "KFU". If "KFU's" decision is supported, the complaint may be appealed to the Central complaint committee.*

### *Appeal of decision regarding approval of courses and instruction*

In appealing decisions regarding approval of courses or instruction as part of the doctoral program's instruction component, Section 12, subsection 1 of the Norwegian Public Administration Act pertains. In appeals of decisions regarding examination or test grades, the Norwegian Universities Act pertains.

*Complaints related to approved courses or other parts of the organized training program are to be sent to "KFU". If "KFU's" decision is supported, the complaint may be appealed to the Central complaint committee.*

*Complaints related to exams in the organized training program are handled according to the Act relating to Universities and University Colleges and NSSS's general regulations for admission, studies and exams.*

### *Appeal of decision regarding application for assessment or non-approval of dissertation, trial lecture or defense*

Decisions involving non-approval of a dissertation, trial lecture or defense may be appealed in accordance with Section 28 and following of the Norwegian Public Administration Act. Appeals, including mention of the grounds for the appeal, must be submitted to the institution. The institution may reconsider all aspects of the appealed decision.