

Supplementary regulations regarding admission to the PhD programme at the Faculty of Medicine

The formal requirements and procedures for admission to the PhD programme at the Faculty of Medicine are authorised by the regulations for the PhD degree at the University of Bergen, adopted by the University Board on 29 November 2018. Supplementary regulations regarding admission to the degree of Philosophiae Doctor (PhD degree) at the Faculty of Medicine was approved by the Faculty Board on 23 January 2018.

The PhD programme at the Faculty of Medicine is based on five-year Norwegian master's education according to the Bologna process, Norwegian postgraduate programme of professional study, or equivalent education as approved by the faculty.

The Faculty of Medicine also approves one-year master's degrees as a basis for admission to the PhD programme if the relevant degree

- A) is part of an overall higher education that is equivalent to a total of at least five years of university education in Norway, and also
- B) contains a master's thesis which has a scope of minimum 30 credits.

Applications from abroad are evaluated according to NOKUT's criteria.

Attachments to applications for admission

- The candidate's CV
- Documentation of higher education (diplomas and transcripts, as well as diploma supplements where available)
- Documentation that the master's thesis is of 30 credits if this is not clearly stated in the diploma/transcript
- Documentation of English language proficiency (where required, see below)
- Completed Affidavit of Financial Support
- Supervisor statement
- Project description
- Copy of passport (for applicants without a Norwegian national identity number)
- NOKUT evaluation for applicants with education from outside of Scandinavia. Doctors with education from the EEA who have been licensed to work as a doctor in Norway do not need to submit a NOKUT evaluation.

More about documentation of education and language proficiency

All applicants must submit diplomas, transcripts and diploma supplements for all higher education which is part of the admissions criteria.

Applicants who were educated abroad must submit diplomas and transcript in the original language, as well as in English or a Scandinavian language. The faculty adheres to NOKUT's guidelines for the approval of foreign education. Applicants who were educated outside of the EEA must attach a NOKUT evaluation or proof that they have submitted an application for such an evaluation. Final notification of admission cannot be given until it is determined that the education meets the above criteria.

Applicants who were educated abroad must document their proficiency in English in line with applicable rules: <http://www.uib.no/med/115525/krav-til-engelskkunnskaper-ved-opptak-til-phd-programmet>.

More about financing

It is crucial that the financial frameworks are adequate for the completion of the project. The applicant must provide confirmation of satisfactory financing, both for living costs and costs relating to research for the entire doctoral training period.

It is assumed that at least 50% of working hours can be used for the PhD programme. For applicants employed at the university hospital or cooperating regional hospitals with active research environments, admission with 20% dedicated time for research may still be granted in some cases. Admission can only be granted if the following conditions are met:

- the project is closely linked to the candidate's clinical work (must be shown in the letter of intent and statement of purpose)
- there is a clear letter of intent from the relevant hospital department that the candidate is granted time for research and the necessary facilitation for the completion of both the research project and the training component
- a realistic schedule of a maximum of 6 years from the start of funding has been confirmed by the main supervisor and approved by the admissions committee
- there is a statement of purpose from the candidate

Requirements for the project description

The project description is normally around six to eight pages and must describe the theme, the issue(s) being addressed and the choice of theory and method. The project description must present the academic background ('state-of-the-art'). This includes the candidate's knowledge status, as well as how the planned project will add new knowledge to the specified research field. In addition, the project description shall include a dated progress plan for the various parts of the research work, and, for an article-based thesis, a tentative publication plan can also be included.

The project description must include a proposal for supervisors and the distribution of responsibilities between the supervisors must be presented.

The project description shall explicitly discuss relevant professional ethical issues related to (for example) privacy, obligation to notify, etc. If it is relevant to apply to the Regional Committees for Medical and Health Research Ethics (REC)/Data Protection Officer, it must be stated that the application has been made.

For applicants with funding from the Faculty of Medicine or the Liaison Committee (Samarbeidsorganet), the project description that formed the basis for the awarding of grant funds will also be used as a basis for admission to the PhD programme. As a general rule, these project descriptions will not be reassessed by the admissions committee, and the application will be assessed directly by the faculty. The faculty may still request a statement from the admissions committee if deemed necessary.

Other appendices

If there are external supervisors, information about these supervisors' qualifications and workplace must be stated in the application. Applicants without a Norwegian national identity number must attach a copy of their passport.

In addition to this, the application must also include the candidate's CV, a supervisor statement from the main supervisor, a project description (identical to the one used for application for funding) and documentation of the necessary ethical approvals of the project.

Supervisors and their role in the application process

At the Faculty of Medicine, PhD candidates normally have two supervisors upon admission. If you apply for the appointment of more than two supervisors, this must be justified and the division of work between the supervisors must be stated clearly in the project description. No candidates should have fewer than two supervisors.

One of the supervisors must have employment at the faculty throughout the admission period. The other supervisor may be external. The project description is jointly prepared by the candidate and relevant supervisors, but should be written mainly by the candidate.

There is a requirement that internal main supervisor must have taken the faculty's e-learning course before admission can be granted. If the main supervisor is external, either this person or the internal co-supervisor must have taken the course. <https://mitt.uib.no/courses/1061>

Admission period

An application for admission to a PhD programme must normally be submitted within three (3) months after the start of the research project which leads to the PhD degree.

The standard length of the PhD programme is three (3) years of full-time study. It is not acceptable to plan to complete the PhD programme at a rate of progress that leads to a course of study that is longer than six (6) years.

A shorter PhD period is granted if the candidate has already completed parts of their PhD programme, or when the admission builds upon prior employment in educational positions (fellow, research assistant, etc.), such that the total time to the doctoral project comprises three years (cf. Section 1-3(6) of the regulation concerning terms and conditions of employment for the posts of post-doctoral research fellow, research fellow, research assistant and resident).

Former research students who have an approved training component before admission will have 20 weeks deducted from their PhD period. The provision that the applicant should be rejected if less than one (1) year of full-time work remains on the research project at the time of application does not apply to applicants who are to complete their research project shortly after completing the master's degree in dentistry with a research programme.

Evaluation of project

The applications, and in particular the project descriptions, are assessed by an admissions committee consisting of two permanent academic staff-members at the department to which the candidate is to be affiliated. Larger departments have the opportunity to appoint up to four people sharing the task. Committee members must be experienced PhD supervisors.

Committee members are appointed by the faculty for two years at a time following proposals from the department, and each must have their own personal deputy. A written evaluation of the admissions committee is part of the admissions criteria.

Considerable emphasis will be placed on the realism of the PhD project and that the framework conditions for the project are of such a nature that it can with great likelihood be completed within the framework of the allotted time of the grant period.

In addition, it must be assessed whether the learning environment is good and whether the conditions are present so that the candidates are able to complete at the scheduled time. In particular, emphasis must be placed on the fact that the research environment has the necessary national and international expertise, resources and contacts.

The applications are assessed as sufficient /not sufficient on a number of points – see separate [evaluation form](#).

Feedback is provided to applicants for admission or rejection, graded in the following categories:

1. Admission.
2. Revision. The candidate is encouraged to revise the application according to the comments made by the committee. Revisions must be made within 3 months.
3. Rejection. The candidate cannot be admitted on the basis of the present application.

Projects that have not applied for the necessary ethical approval will be placed in category 2 or 3, depending on the other qualities of the application.

Form for assessment of applications for admission to the PhD programme

Adopted by the Programme Board for the PhD programme (date)

Candidate:			
Supervisor:			
Department and research group:			
Research school (if applicable):			
A. Candidate:	Sufficient	Not sufficient	Comment (use separate sheet if necessary)
Educational background			
Completed courses			
B. Project:			
Feasibility			
Publication plan			
Design of thesis			
Project description			
Ethical reflections, privacy considerations, ethical approvals			
Realistic schedule			
C. Funding:			
Project funding			
Candidate's living costs			
D. Supporting environment:			
Supervisor's commitment (letter of support)			
Supervisor/co-supervisor's affiliation to the faculty			
Candidate's opportunities for completion			
Other conditions that are considered relevant for the admission (practices, publications, etc.):			
Recommendation (mark with a cross):	Admission <input type="checkbox"/>	Revision <input type="checkbox"/>	Rejection <input type="checkbox"/>

Date:

Signature:

Signature: