



## Høgskolen i Innlandet

### Supplementary guidelines for the PhD in Teaching and Teacher Education

These supplementary guidelines are equivalent to what was previously called the Supplementary Regulations. These guidelines are a supplement to the *Regulations governing the degree of Philosophiae doctor (PhD) at Inland Norway University of Applied Sciences* (adopted by the university Board on 19.12. 2017). These guidelines are based on the Supplementary Regulations for the PhD in Teaching and Teacher Education at Hedmark University College, adopted on 16.12.2009, with amendments adopted respectively on 1.12.2010 and 14.3.2011. The abovementioned regulations form the basis of NOKUT's accreditation of the PhD of 14.2.2012.

These guidelines were approved by the Dean of the Faculty of Education on 20.11.2018.

#### Regulation's Part II. Admission

The following supplementary rules and clarifications apply for the processing of applications for admission:

##### Regarding Section 5.2. Application

1. The applicant's proposed supervisors should be discussed with the PhD Committee, preferably with the Head of PhD Studies.
2. When considering applications, the following is assessed:
  - a) **Applicant's suitability:** (academic background and grades, progress in previous studies, relevant academic experience).
  - b) **Quality of project description:** scientific quality, academic relevance to the PhD programme, research-related relevance and innovation, connection to academic network and feasibility within the framework of the PhD programme.
3. When the number of qualified applicants with an approved funding plan exceeds the number of available places on the PhD programme, applicants are ranked in accordance with the following criteria:
  - a. Employment as PhD research fellow at INN, Faculty of Education
  - b. Project's quality and relevance in terms of the profile of the PhD programme
  - c. INN's capacity to offer supervision.

#### Regulation's Part III. Implementation

The following comments and clarifications apply:



## Høgskolen i Innlandet

### Regarding Section 8. Required coursework, Section 8.1:

The syllabus for individual self-study reading courses shall be described in accordance with the template for elective courses in the programme plan. Learning outcomes, form of assessment, organisation, credits and syllabus must form part of the description. Independent self-study reading courses shall be developed by the main supervisor in consultation with the PhD candidate, and shall be approved by the PhD Committee.

### Regarding Section 9. Reporting and midterm evaluation

#### Section 9-1. Reporting

Half-year reports shall be submitted by both PhD candidate and the main supervisor to the PhD Committee.

#### Section 9-2.

**Midterm evaluation:** In consultation with the PhD candidate, the main supervisor proposes an opponent for the evaluation, and a date and time. The opponent in a midterm evaluation is normally someone from within the internal academic community at the Faculty of Education. The Head of PhD Studies approves the opponent on behalf of the PhD Committee.

Two weeks prior to the date of the evaluation, the opponent receives a draft of the dissertation text. In an accompanying cover letter, the PhD candidate states which 30-60 pages of text he/she would like the opponent to pay special attention to and also states whether there any special questions he/she wants to shed light on. The midterm evaluation is conducted as an oral dialogue between the opponent and the PhD candidate. It is open for attendance by all and has a timeframe of up to two hours. The dialogue starts with the PhD candidate presenting his/her work (approx. 15 minutes). The opponent follows with a critical but constructive opposition. This part should start with a general assessment of the received text, followed by a dialogue between the opponent and the PhD candidate, where the opponent asks the candidate a series of questions. The dialogue should end with an assessment of the project's positive sides, and areas for development in the project. In closing off, the evaluation should open for general discussion with the audience.

The evaluation is chaired by the Head of PhD studies, or another member of the PhD Committee. Directly afterwards, a meeting is held between the PhD candidate, supervisors and representative of the PhD Committee, usually the Head of PhD Studies. INN's form for midterm evaluations must be completed in this meeting.

**90% evaluation:** Around 2-3 months prior to the expected date for submission of the dissertation, a 90% evaluation is arranged. The opponent should normally be external, meaning someone from outside INN. The main supervisor after consultation with the PhD candidate, proposes an opponent and time for the evaluation. The Head of PhD Studies approves the opponent on behalf of the PhD Committee.



## Høgskolen i Innlandet

At least two weeks prior to the date of the evaluation, the opponent receives a draft of the dissertation text PhD. In an accompanying cover letter, the PhD candidate states which 100 pages of text he/she would like the opponent to pay special attention to and whether there are any special questions he/she wants to shed light on. The 90% evaluation is conducted as an oral dialogue between the opponent and the PhD candidate. It is open for attendance and has a timeframe of up to two hours. The dialogue starts with the PhD candidate presenting his/her work (approx. 15 minutes). This is followed by the opponent's critical but constructive opposition. This part should start with a general assessment of the received dissertation text, followed by a dialogue between the opponent and the PhD candidate, where the opponent asks the candidate a series of questions. This part should close with an assessment advising the PhD candidate on what to work on with the dissertation in the final phase before submission. Afterwards, it is open for general discussion with the audience.

The evaluation is chaired by the Head of PhD studies, or another member of the PhD Committee. Directly following the evaluation, the supervisors have a follow-up meeting with the PhD candidate.

### Regarding Section 10. The doctoral thesis

#### Section 10. 1. Thesis requirements

All theses submitted on the programme must have a summary in Norwegian (alternatively Danish or Swedish) and in English.

Work on the thesis must be in accordance with the Norwegian National Guidelines for Research Ethics in the Social Sciences, Humanities, Law and Theology. Norwegian and international rules for processing of personal data must be followed.

When the thesis is submitted as a monograph, it should normally have a length of 200-250 pages.

An article-based thesis should normally

- Comprise three articles and a summary article. The summary article should have a length of around 70 pages. The PhD candidate must be the sole author of the summary article.
- Comprise articles of the quality and standard required for publishing in recognised and approved scientific publishing channels. At least one of the articles must be published or accepted for publishing at the time of submitting the thesis.
- Include a summary article that clarifies how the various articles in the thesis are interrelated and ensure that the thesis is presented as a whole. Therefore, the different questions and results must be presented and compared so that their interrelatedness is apparent, and so that the thesis' contribution to the research field is clear.



## Høgskolen i Innlandet

### Regulation's Part IV. Completion

The following comments and clarifications apply:

#### Regarding Section 12-2. Time from submission to public defence

The Regulations stipulate that the time from submission to public defence should be as short as possible, and no longer than five months. On the PhD programme for Teaching and Teacher Education, we endeavour to ensure that the time from submission to public defence is normally three months.

#### Regarding Section 15-3. Report by the evaluation committee

The evaluation committee's administrator is responsible for organising the committee's work, including ensuring that work is started quickly and that the timeframe for the work is adhered to. One week after the committee has received the appointment letter and thesis, a possible date for the doctoral defence must be set. The committee's report should normally be available 25 days prior to the proposed date for the doctoral defence. The administrator must help coordinate the committee's report on the thesis and clarify the work distribution for the doctoral defence between the committee members. The administrator shall ensure that the committee works in accordance with both the Regulations governing the degree of Philosophiae doctor at Inland Norway University of Applied Sciences, and the supplementary guidelines for the assessment of Norwegian doctoral degrees, recommended by Universities Norway on 22 March 2007.