

Høgskolen i Molde	Revisjon: 1	Dato: 11.05.06
	Nivå: 3	Godkjent: Leder i doktorgradsutvalget

Procedures and routines for the PhD Programme in Logistics.

		Rules and general guidelines Forms
Application for admission	Applicant and advisor prepare an application concerning admission according to prevailing regulations and rules. The application is sent to Molde University College. Foreign students who seek funding through the Quota Programme must clarify this before the application is sent.	Rules for Admission to the PhD Degree Program General Guidelines for the PhD Degree Program Guidelines for considering applicants with English Master Degrees
Applicant consideration	The Doctoral Degree Committee consider applications concerning admission for the PhD Program. Letter of admission is sent to the applicant, a copy is sent to the student office.	
Contract for the PhD Programme	When admission for the study is resolved an agreement must be made between the student and the University College/advisor/ possible external part. The signed agreement is sent to the Faculty administrations.	Agreement upon admission to Doctoral Program
Programme accomplishment		
Progress report candidate	Doctoral Students must hand in an annual progress report in December. The report is sent to the Faculty.	Progress report
Progress report principal advisor	Advisor must hand in an annual progress report in December. The report is sent to the Faculty.	Principal advisor's Progress report
Work of duty for students with scholarship	Scholarship holders who are employed for 4 years have 25 % work of duty	Guidelines for work of duty
Working capital	Scholarship holders and Quota students are allocated working capital. An application concerning usage of working capital must be sent to the Faculty. The advisor grants the applications. Scholarship holders who will have a stay abroad must send a distinct application for subsidy.	Guidelines for economical support for stay abroad
Leave of absence	PhD students may apply for leave of absence. Scholarship holders must also apply for a leave of absence according to the terms of employment	Forms?
Change in study programme	Applications concerning change in approved study plan are sent to the Faculty, and are handled by the Doctoral Degree Committee.	
Certificate of participation, Reading Courses and Registration of	PhD students must hand in a confirmed copy of course diploma for completed courses and exams to the Faculty. Approved reading courses and presentations at	- Course description for individual reading curriculum/project for PhD students - Registration of presentations at international conferences as part of the doctoral courses

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presentations at international conferences	conferences must be registered on a separate form. The instruction part must be completed and passed before the dates for Trial Lecture and Defence are determined.	
	The Faculty will send course diplomas to the Student Office for registration. Course diplomas etc is kept in the student files.	
Doctoral seminars	A compulsory seminar for PhD students and advisors is arranged annually. The seminar is arranged in December and is open to the public.	
Public presentation	One year prior to the planned Defence the PhD students must give a public presentation. Subsequent to an approved presentation a Dissertation Committee will be appointed.	
Preparing for Defence		
Appointment of Dissertation Committee	The Faculty will send a letter to the advisor about suggesting a Dissertation Committee. The proposal is sent to the Faculty, and the appointment is made by the Doctoral Degree Committee. The Faculty will send a letter to the members concerning the appointment. A contract is enclosed or forwarded. The Doctoral candidate is informed about the composition of the committee.	General guidelines for appointment of Dissertation Committee Form for the Dissertation Committee for the Defence. Administrator's area of responsibility (make appointment for the date of the Defence) Payment of the members of the Dissertation Committee.
Submission of the Dissertation	The final printed Dissertation is submitted to the Faculty in to copies of B5 format no later than 2 weeks before the Defence. The Dissertation must have an ISSN/ISMN-number, which is given on request by the library. Along with the Dissertation, the candidate must submit a description of the work on a separate press release form. The Faculty will send 2 copies of the Dissertation to the library no later than 1 month prior to the Defence. The program for the Defence will be enclosed.	<i>Application to get assessment of the Dissertation</i> <i>Additional form to the master copy of the dissertation concerning approval from the Dissertation committee</i> <i>Press release form</i>
Evaluation of the candidate's work	Justified findings from the Dissertation committee must be available no later than 5 weeks before the Defence. It will be sent to the Faculty enclosed with stated topic for Trial Lecture. The Dissertation Committee's findings are sent to the doctoral candidate who is given 2	<i>Form for approval by the appointed Dissertation Committee</i> <i>Form for enrolment of topic for Trial Lecture</i> <i>Instructions on assessment of Norwegian Doctoral Degrees??</i>

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	weeks to provide written comments to the findings.	
The Trial Lecture	<p>Administrator will inform the candidate about the topic for the Trial Lecture 10 working days prior to the appointed date for the lecture. Time for Trial Lecture and Defence is also announced.</p> <p>The Faculty will book a room and provide for other necessary equipment in connection to the Defence.</p>	
Defence		
Administrator	<p>The Defence is normally held within 6 months after submission of the Dissertation, but no earlier than 5 weeks after the committee's findings are available</p> <p>The Defence is led by the leader of the Doctoral Degree Committee or whomever the leader authorizes</p>	
	Subsequent to the Trial Lecture and the Defence, the Dissertation Committee submits a report on the Doctoral Degree test on a separate form to the Department	<i>Censoring form</i>
	<p>Molde University College will confer the degree if this is passed.</p> <p>Molde University College will send a letter to the candidate about the resolution. The Doctoral diploma is signed by Rector and Executive director, and will include the title of the Dissertation, topic of the Trial Lecture, advisors and a list of subjects for instruction.</p> <p>In addition to the Doctoral diploma, the Doctor will get a diploma signed by Rector and the Dean.</p>	<i>Administrative routines and checklist for the Defence</i>
	The library will send 5 copies of the Dissertation to the National Library in Rana (NBR) after approved Defence. (The printing office will also send 2 copies to NBR)	