

# Short checklist for supervisors at UiS

The information on the checklist is taken from the handbook [PhD Guide for the University of Stavanger \(2021\)](#). The PhD guide contains more detailed information related to the PhD course at UiS.

## Start up phase

- Ensure that you are familiar with [UiS' PhD regulations](#), the course plan for the PhD programme your candidates are affiliated with, the [PhD education webpages on the university website](#) and on [the intranet](#) (UiS employees only).
- If the supervisory relationship is confirmed before the application for admission to the programme has been handed in, the supervisor is entitled to help in designing the PhD project. This includes assisting in finalising the scientific rationale, coursework, dissemination and study abroad options.
- Sign Part B of the agreement upon the candidate's admission to the PhD programme at UiS.
- Once admission has been granted, the supervisor and the candidate must collaborate to prepare a project description/work plan. This will be handed in to the doctoral committee for final approval within the deadline specified in the admission decision.
- If there are changes to the final work plan during the course of study, this must be registered in the annual progress reports. Substantial changes require formal approval, such approval must be in place before the changes are included in the progress report.
- Ensure together with faculty and department/centre, as early as possible, that the PhD candidate is involved in a relevant, active scientific community.
- Ensure that the PhD candidate is familiar with the guidelines for research ethics in force at the institution and in the scientific community in general.
- Study abroad can be very instructive, and it is therefore important that you start thinking at an early stage about the institutions and environments that may be relevant for your candidate to visit.
- The main supervisor has the formal responsibility for the supervision. The Co-supervisor(s) will supervise in consultation with the main supervisor.

## Implementation phase

- The supervisor advises the candidate about proposed courses, both courses offered at UiS and externally. The doctoral committee must approve the courses that are part of the coursework component.
- Begin planning a research stay abroad as early as possible and advise PhD candidates wisely regarding the selection of institution and research community, to ensure a positive contribution to the project in question and also the best possible research outcomes.
- The annual progress report must be handed in by the 31st of January, on the stipulated form.
- Make the candidate aware of current research ethics guidelines.

## Final phase

- Familiarize yourself with the *PhD Regulations part 7 Submission and assessment etc.* and *8 The doctoral examination*.

- Make sure that the candidate's coursework is completed in a satisfactory way and approved by the doctoral committee
- It is the responsibility of the main supervisor to inform the correct entity at the institution of an imminent thesis submission so that the necessary preparations can begin.
- Ensure that the scientific community, through the Head of Department, hands in the proposal of the evaluation committee, including necessary attachments, to the doctoral committee, well in advance of the thesis submission.