

GI group PhD-student contract

This contract outlines the codes of conduct for all PhD-candidates in the GI group. It stands in addition to any other contract the candidates may have with the University of Oslo and should be seen together with the PhD-manual and the candidates' approved project application. The eight paragraphs below are to be understood as the mutual expectations of the GI group and the PhD-candidates in the group and the required code of conduct for the group. Discontinuation of PhD-projects will be considered in cases where a candidate is seen to fail to comply with these minimum standards.

§1 Supervision

The supervisors will assess and ensure that the candidate will be provided with adequate supervision based on an assessment of the candidate's needs and the stage of the PhD-studies. Supervision is also imparted through the research community in the GI group which makes participation in various GI related group activities essential.

§2 Introduction discussion

Within the first month of study, the candidate shall together with their supervisor have an introduction discussion with the head of the group. The aim is to discuss and clarify expectations. The discussion shall at least touch upon:

- Project plan
- Motivation for doing a PhD
- GI group expectations

§3 Upgrade

Between the 12th and the 15th month of study the candidate shall do upgrade as follows:

- Start of study is defined as the date when funding starts
- The upgrade consists of a written upgrade document, a submitted paper and a oral presentation
- Candidates have to have at least 1 submitted paper to be able to conduct an upgrade
- The upgrade shall be written according to the upgrade document template provided below
- The document and its oral presentation will be reviewed by a committee
- The document is evaluated as approved or revise by the committee
- The candidate gets written feedback if revisions are required
- In the case of revise the candidate has two months to improve and resubmit
- The head of the GI group finally approves the upgrade document
- If the revised document is not approved the matter will be brought to the PhD-committee at the department

§4 Trial defence

No later than 2 months before submitting the thesis the candidate shall do a trial defence as follows:

- The trial defence is a public feedback session on a written draft of the thesis
- The document and its oral presentation will be reviewed by a committee
- The candidate gets written feedback on revisions required for final submission
- Head of the GI group finally approves the trial based on feedback from the opponents and the candidate' plan for improvements

§5 Workplace

The workplace of the candidate is if not otherwise agreed the GI area in the Informatics building:

- Absence from the workplace is accepted if due to research related activities (such as course work, teaching, fieldwork or attendance to seminars/conferences)
- In cases where the candidate and supervisors agree on absence from the workplace for a longer period of time, a plan for absence shall be made together with the supervisor in the progress report described below
- Candidates can also use other facilities for reading/writing (e.g. the library) and home-office within reasonable limits and as long as this does not conflict with §6 below

§6 Participation in GI activities

Candidates shall participate in all group activities, including group meetings, invited lectures, PhD-days, research-days, upgrades, trial defences and defences

§7 Project participation

Candidates need to be a part of an empirical project. Expenses for travel and conference will need to be approved by project manager according to performance and deliverables

§8 Progress reports

Candidates shall every year by the 1st of September make a progress report together with their supervisors to the head of the group according to the progress report template

Date and Signature Candidate

Date and Signature 1st Supervisor

Date and Signature Head of the GI group