**AGREEMENT ON COMPLETION OF DOCTORAL DEGREE EDUCATION**

**IN COOPERATION WITH AN EXTERNAL PARTY**

**The doctoral candidate’s name and contact addresses:**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | First name | | Nationality |
| Address | Postcode | Town/city | |
| Email address | | Telephone, private | Mobile telephone |

**Administrative contact person**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | | | |
| Surname (contact person) | First name (contact person) | | Workplace telephone |
| Address | Postcode | Town/city | |
| Email address | | | |

**Administrative contact person at the Faculty of Law**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname (contact person)  Abfalterer | First name (contact person)  Birgit | | Workplace telephone |
| Address  PO Box 6706 St. Olavs plass  0130 Oslo | | Email address  birgit.abfalterer@jus.uio.no | |

**Information on the doctoral candidate’s PhD project**

|  |  |  |
| --- | --- | --- |
| Project title | | |
| The doctoral candidate has been admitted to the PhD programme in the following programme option at the Faculty of Law: | | |
| Period of admission to the PhD programme: | | |
| Does the doctoral candidate have  YES  required duties for the external party  NO | | Does the doctoral candidate have   YES  required duties at UiO  NO |
| If yes, specify scope: | | If yes, specify scope: |
| Is funding from another external  party (e.g. RCN) a precondition?  YES  NO | If yes, specify scope and preconditions: | |

**Principal supervisor for the doctoral candidate**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | First name | | Position and academic degree: |
| Workplace |  | | Workplace telephone |
| Address | Postcode | Town/city | |
| Email address | | | |

**Supervisor funded by the external party**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | First name | | Position and academic degree: |
| Faculty | Department | | Workplace telephone |
| Address | Postcode | Town/city | |
| Email address | | | |

**The external party will provide**

|  |  |
| --- | --- |
|  |  |
|  | Background material or background data |
| X | Supervisor(s) outside of UiO |
| X | Salary for the doctoral candidate |
|  | Library services |
|  | Office facilities |
|  | Computer services |
| X | The doctoral candidate’s travel and accommodation expenses incurred for study-related travel and stay abroad |
| X | The doctoral candidate’s seminar expenses/other expenses associated with the educational component, including the mid-term evaluation |
|  | The doctoral candidate’s literature and equipment |
|  | Working capital account of NOK ………. for use by the doctoral candidate and the supervisor for project purposes |
| X | Printing of 50 copies of the thesis for the public defence in accordance with the Faculty of Law’s template |

**Objective of the agreement**

The agreement is intended to ensure that the doctoral candidate will have satisfactory working conditions when carrying out the PhD programme. The external party shall make provisions to ensure that the doctoral candidate can comply with the plans stated in the application for admission and the duties pursuant to the admission, the PhD programme and appurtenant regulations.

**Parties**

The parties to the agreement are the University of Oslo represented by the Faculty of Law, the external party and the doctoral candidate. The external party’s obligations apply to the benefit of the University as well as to the benefit of the doctoral candidate.

**Duration**

The agreement enters into force after having been signed and admission to the PhD programme has been granted by the Faculty. A decision of admission to the PhD programme is not valid until this agreement has been signed by the doctoral candidate and the external party.

The agreement is valid for the period of admission. The period of admission cannot be extended without prior consent from the external party. The period of admission will be terminated before the agreed date if the thesis, trial lecture(s) and public defence have been approved, if the thesis has been rejected, or in accordance with Section 11 of the Regulations for the degree of Philosophiae Doctor at the University of Oslo. The doctoral education shall be completed no later than eight years after the candidate’s first admission to the PhD programme (not counting statutory leaves of absence).

**Cooperation between the parties**

The parties commit to a close and mutual cooperation to contribute to the completion of the doctoral education, and will keep each other informed about all matters of importance for the completion. All issues that may have an effect on the implementation of the agreement shall be brought to the other party’s attention at the earliest possible time. If problems should arise in the context of the implementation, the parties are committed to active cooperation to find suitable solutions.

**The doctoral candidate’s working conditions**

The external party shall employ the doctoral candidate during the period of the agreement and shall ensure that the candidate has satisfactory working conditions. Within a maximum period of six years, the candidate must be ensured a total organized research training of three man-years, so that the research training accounts for at least 50% of total working hours on an annual basis. Required duties in addition to the research activities shall have relevance for the doctoral education, if at all possible. Administrative duties shall normally not account for more than 10% of total working hours on an annual basis.

The external party has the formal responsibility as the doctoral candidate’s employer. The external party shall report all changes in working conditions at the Faculty, including reduced working hours, leaves of absence and sickness absence.

The external party shall make available to the doctoral candidate ordinary office facilities with office equipment and required computer equipment, as well as the other resources stated in Appendix 5. The external party shall also provide the doctoral candidate with annual working capital to cover the costs of literature, equipment and travel associated with the doctoral project, see Appendix 5.

**Academic responsibility**

The Faculty has the academic responsibility for the educational programme, including teaching and supervision, within the framework of the Regulations for the degree of Philosophiae Doctor at the University of Oslo, the PhD programme and the University’s prevailing system for quality assurance.

The doctoral candidate shall have at least one supervisor who is employed at UiO, cf. Section 8 of the Regulations for the degree of Philosophiae Doctor at the University of Oslo.

**Progress reports**

The Faculty has overall responsibility for obtaining annual progress reports from the doctoral candidate and the supervisor(s), in accordance with UiO’s system for quality assurance. The form is sent to the candidate and the supervisors with 1 December as the final deadline for response.

**Obtaining permits required for the completion of the doctoral project**

The Faculty shall ensure that the doctoral candidate in consultation with his/her supervisor obtains any permits necessary for the completion of the doctoral project as early as possible after admission has been granted. The external party shall assist in obtaining such permits to the extent necessary.

**Storage of research material. Accessibility**

The Faculty shall ensure that all requirements regarding the collection and archiving of data and other research material are complied with, and that this material is stored in accordance with applicable regulations.

The research material shall be accessible to the research community, unless contractual obligations or public regulations prevent this. The Faculty has exclusive right to the use of the research results during the project period.

On request, the external party shall document that storage of research material complies with the applicable regulations.

**Finances**

The Faculty or the organizational unit covers costs associated with:

* fees for the internal supervisor in accordance with the Faculty’s rates,
* training courses (seminars, courses etc.) arranged by UiO, with the exception of travel and accommodation costs that are linked to such courses but are not reimbursed by the arranger,
* adjudication and public defence, and
* equipment owned and operated by UiO, unless otherwise agreed.

The external party covers costs associated with:

* fees to the supervisor employed by the external party,
* implementation and payment of fees associated with the mid-term evaluation,
* printing of 50 copies of the thesis for the public defence using the Faculty of Law’s template,
* operating costs (travel etc.) for the supervisor employed by the external party,
* study trips and other travel costs incurred by the doctoral candidate,
* training courses (seminars, courses etc.) not arranged by UiO,
* equipment owned and operated by the external party or a third party, and
* library services in line with registered students and at normal rates.

The performance-based funding released upon successful completion of the doctoral programme will be paid in full to UiO.

**Publication**

No restrictions can be imposed on making the doctoral thesis public, including publication, with the exception of a previously agreed delay of the publication date.

The doctoral thesis shall be printed in accordance with the Faculty’s template and in compliance with other regulations on the printing of doctoral theses.

If a written work has been produced in collaboration with other authors, the doctoral candidate shall comply with such norms of co-authorship as are generally accepted in the academic community and/or UiO’s guidelines for co-authorship.

**Special provisions:**

**The PhD programme is an organized doctoral training programme. As a result, the candidate shall be present at the university for parts of the actual training period, unless very special conditions indicate otherwise (residence requirement). The scope of the residence requirement shall be stated in the agreement, and the supervisor is responsible for ensuring compliance. On the part of the Faculty, the residence requirement is desirable to ensure appropriate training of the candidate and with a view to reinforcing the academic community.**

The parties have informed each other about any existing agreements that apply to the project or agreements which are presumed to have been entered into with the candidate. None of the parties will raise any objections to the other party’s publication and/or use of the findings made by the doctoral candidate beyond what is required to ensure all rights pursuant to  [the Act of 17 April 1970 No. 21 relating to the right to inventions made by employees](http://www.lovdata.no/all/nl-19700417-021.html). In all other respects, intellectual property rights apply.

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for the external party doctoral candidate

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for the University of Oslo,

Faculty of Law