



# UNIVERSITY OF OSLO

The Faculty of Law

## MEMO

To: New PhD candidates

### Welcome as a PhD candidate!

At the Faculty of Law at the University of Oslo. Our faculty is Norway's largest professional environment for legal research. We are pleased that you are now part of our academic community.

In recent years, the PhD program has experienced strong growth in the number of candidates. The Programme Committee for Research Training (PFF) is responsible for the overall management of the research education at the faculty and sets the framework for the operation of the PhD program, from its start to the public defence. PFF continuously develops and adjusts the courses in the program to keep them relevant and up-to-date. At the same time, we aim to provide candidates with good service and predictability.

The faculty's PhD website contains information about being a PhD candidate. It is important that you read the page carefully: [www.jus.uio.no/english/research/phd/index.html](http://www.jus.uio.no/english/research/phd/index.html)

### Contact Information/Responsibilities

If you are employed as a research fellow at the faculty, the head of the department will normally be your immediate superior, and if you are an external candidate, the head of department will be your contact person. If you are an external candidate, you will usually be associated with the department where your main supervisor is based.

The administrative person responsible for the doctoral program at the faculty is Birgit Abfalterer: [birgit.abfalterer@jus.uio.no](mailto:birgit.abfalterer@jus.uio.no)

If you are an international PhD candidate, the [International Staff Mobility Office \(ISMO\)](#) at UiO can provide assistance in many matters.

### The responsibility for PhD candidates is divided as follows:

- The department to which the candidate is affiliated, either as an employee or through the research community, has the responsibility for the working conditions. Your reporting on progress and working conditions, etc., should be sent to the department. Supervisors also report to the department regarding the progress.



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- The department is also responsible for conducting the midway assessment.
- The [Programme Committee for Research Training \(PFF\)](#) at the Faculty of Law has the overall responsibility for the research fellows and can be involved if there are issues regarding working conditions and supervisor relationships that cannot be resolved at the department level. The leader of PFF is the Vice Dean for Research, Professor Geir Stenseth.
- The faculty shall inform the PhD candidates about the conditions for the PhD degree and when appointed as a research fellow, and about any changes that may occur within these conditions. Please note that you have the responsibility to seek information if something is unclear.

## Important points to remember when starting as a PhD candidate:

- A supervisor must be appointed no later than three months after the start date. The department is responsible for proposing the appointment of a supervisor. The appointment of the supervisor(s) is made by PFF through the Dean for Research.
- All candidates will be given a JUS-email-address. This is the main contact address while you are in the PhD program, and all general information from the faculty will be sent to this address. If you are employed elsewhere and use an email address there, it is important that you forward your @jus address to that one. The JUS-email-address will be added to the department's research fellow mailing list when you start at the program. This list is linked to the [stipendiater@jus.uio.no](mailto:stipendiater@jus.uio.no) mailing list, where all relevant information regarding the PhD program is sent. It is the department's responsibility to keep the lists updated.
- The administration is responsible for keeping the faculty's PhD website [www.jus.uio.no/english/research/phd/index.html](http://www.jus.uio.no/english/research/phd/index.html) updated.

## Obligations and rights for supervisors and candidates:

- One of the success factors in PhD education is good supervision and a good supervisor relationship. Candidates and supervisors are encouraged to establish a collaboration plan early on and to revise the plan as needed. The central regulation states that candidates should normally have two supervisors. If the supervision is not working satisfactorily, it is important to address this early on with the head of department, the PhD coordinator, or the Dean for Research, so that the faculty can appoint a new supervisor. It is the responsibility of PFF with the Dean of Research to approve a change of supervisor when requested by the supervisor or the PhD candidate.
- A supervisor cannot resign until a new supervisor has been appointed.

## Mentoring Scheme and PhD Council:

- The faculty has a [Mentoring Scheme for employed research fellows and postdoctoral researchers](#). This is a voluntary low-threshold offer aimed at contributing to a good working environment for younger researchers. A mentor is a permanent academic staff member or an emeritus. Speak to your department if you want to have a mentor appointed. Normally, the mentor and the research fellow should be from different departments within the faculty.



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- The [Stipendiatrådet](https://sympa.uio.no/jus.uio.no/subscribe/phds-to-phds?previous_action=info) (PhD Council) is an interest organization and a voice for PhD candidates at the faculty. They organize social and academic meetings and have their own email list "phds-to-phds." You can subscribe to this list to receive information and invitations ([https://sympa.uio.no/jus.uio.no/subscribe/phds-to-phds?previous\\_action=info](https://sympa.uio.no/jus.uio.no/subscribe/phds-to-phds?previous_action=info))

## Regarding the theoretical training component in the PhD program and midway assessment:

- The [educational component](#) consists of 30 ECTS credits that you must complete. Most courses (18 ECTS credits) are organized and held at the faculty. These courses are the same for all PhD candidates regardless of the dissertation topic. The courses are related to research work, such as philosophy of science, research methods, dissemination of research, etc. The remaining training component (12 ECTS credits) will depend on each candidate's dissertation and consists of a written publishable work and international seminars that you choose. The approval of the written works and seminars is done by PFF.
- It is recommended that you gain an overview, plan, and start the theoretical training component as soon as possible after the start, to allow for more time on concentrating and completing the dissertation towards the end of the PhD period.
- The courses are not interdependent, but it is recommended to take JUR9041 Research ethics, academic writing, and dissemination of research early in the PhD period.
- The [midway assessment](#) is mandatory and should be conducted by presenting the PhD project to a relevant academic community within approximately 2 years after starting the program.

## Registration and documentation of mandatory activities:

- Registration for courses of the training component is done via Studentweb.
- The PhD candidate is responsible for ensuring that participation is registered in [Studentweb](#).

## Regulations and guidelines for PhD candidates and research fellows:

- There are many rules that apply to PhD candidates. Here we have gathered the most important ones, including information for those of you who are employed with teaching duties: [Regulations and guidelines for PhD candidates and research fellows - The Faculty of Law](#)

If you have any questions, you can contact your department or the PhD advisor.

Best regards,

Geir Stenseth  
Vice Dean for Research

Birgit Abfalterer  
PhD-Advisor