

The position as *Head of Department* entails responsibilities as the employer:

The head of department has the formal employer responsibility for PhD research fellows employed by NTNU, and should make all decisions regarding their employment

- Familiarize yourself with the contents of the "Regulations for PhD at NTNU", the "Doctoral Agreement", the "Work Duty Regulations" and the handbook "Quality in PhD education".
- Conduct a "Welcome Talk" with the PhD research fellow and Supervisor, in which the division of responsibilities between the parties is reviewed. Present NTNU's and the Faculty's/Department's strategy plan, profile and work tasks.
- Arrange a follow-up meeting with the candidate within three months.
- Evaluate the PhD research fellow's work before the end of the trial period, to decide whether employment should be continued. Make the decision in collaboration with the supervisor, based on the assessment report made by the PhD research fellow and supervisor.
- Conduct an annual performance assessment interview with all candidates. This assignment may be delegated.
- Ensure that work duties are performed in accordance with the applicable rules for required duties, and that work duties are organized in a way that does not impede completion within the nominal period of study.
- Establish procedures for receiving and dealing with expressions of concern and take necessary measures in cooperation with the Faculty's management
- Ensure continued supervision of PhD candidates when supervisors take sabbatical leaves. The same goes for situations in which a supervisor unexpectedly is absent for more than four weeks.
- Encourage the development of the academic staff's supervisory competence.
- During performance assessment interviews with the academic staff; address the progress of all PhD candidates under their supervision. Use the progress reports to get insight.
- Ensure that candidates who are not employed (externally funded candidates) have an authorized workplace agreement.

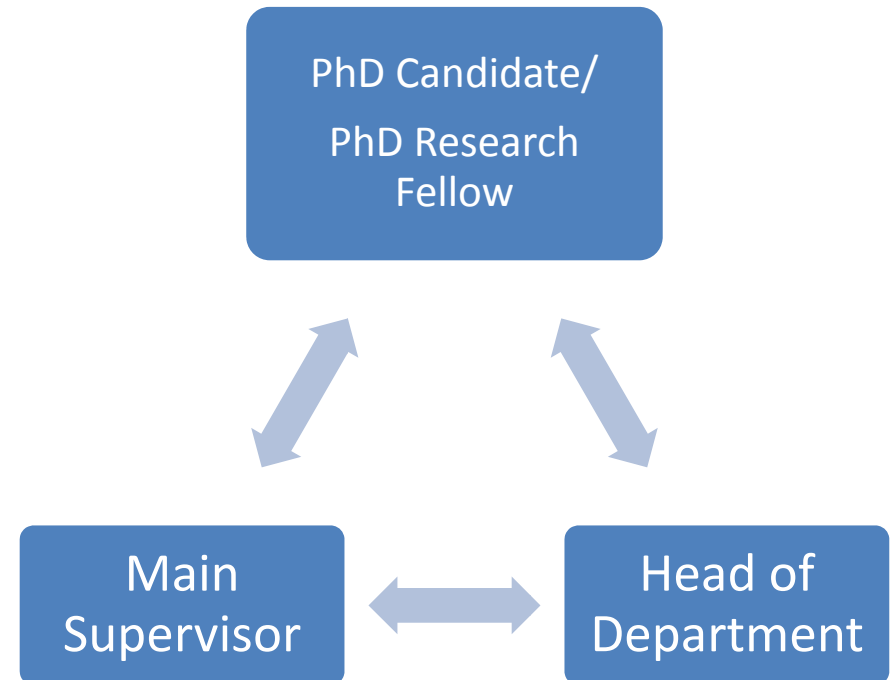
SOS Give notice:

All problems, including those of a social or medical nature, can be reported either to the supervisor, the head of department, the safety representative, the union, a HR consultant or a PhD contact at the faculty.

Responsibilities and duties presented here origins from NTNU's PhD regulations, the doctoral agreement, employment contract and ethical guidelines.

The following up of a PhD Candidate

Parties involved, responsibilities and duties.



The position as *Main Supervisor* entails responsibilities as day-to-day Head of the PhD research fellow and for the academic supervision:

The main supervisor is the day-to-day head of the PhD fellow's and is responsible for the academic supervision of the PhD candidate.

Responsibilities as Head of the PhD Research Fellow:

- The main supervisor is responsible for following up the candidate on a daily basis. It is only the head of department, however, who can make decisions regarding the research fellow's employment.
- Inform the department office about the PhD research fellow's arrival and appoint a mentor.
- Take responsibility for welcoming the PhD research fellow. Introduce important people (mentor, head of department, HSE manager, safety representative, laboratory manager, HR consultant).
- Make sure that the routines for welcoming new employees are followed. Make sure that the candidate signs a "Declaration of non-disclosure of confidential information" and registers information about next of kin.
- Make an assessment report with the candidate within five months and evaluate the trial period in collaboration with the head of department.
- Inform the head of department about excessive absence from work. Report discrepancies, concerns or lack of contact.
- The main supervisor (project manager) must follow up and have an overview of the project's finances.

Responsibilities as the Academic Supervisor:

- Assist in the preparation of the project description, the academic training plan, plan for internationalization and the application for admission.
- Get acquainted with the contents of the "Regulations for PhD at NTNU" the "Doctoral Agreement", the "Work Duty Regulations" and the handbook "Quality in PhD education".
- Inform the candidate about the PhD contact at the department and faculty. The supervisor is responsible for introducing the PhD candidate to relevant academic groups both inside and outside the university as well as internationally.
- Make a schedule to ensure regular contact with the candidate. Report if contact is not made according to schedule.
- Provide supervision of high quality regarding the research project. Respond to submitted drafts within a reasonable time.
- Stay updated on the candidate's progress. Act upon concerns that may cause delay.
- Submit the annual supervisor's report on the candidate's progress and report all concerns.
- Assess your supervisory competence and supervision capacity regularly. Make sure that the candidate gets supervision when you are going away for more than four weeks.

The position as *PhD Research Fellow* entails responsibilities as an employee, the position as *PhD Candidate* entails responsibilities as student

Responsibilities as PhD Research Fellow:

- Familiarize yourself with the routines and the guidelines regarding the conditions of the employment.
- Absence must be reported to your supervisor on the first day. Vacation is to be carried out in accordance with the regulations. Discuss and arrange your vacation in agreement with the head of department. Follow the procedures for new employees when you start.
- Sign the "Declaration of non-disclosure of confidential information" and register information about your next of kin.
- Applications for extension of the period of employment, work duties and leave of absence should be made in advance. Applications of this kind must be approved by the head of department.
- Report "Transfer of work place" if you are going to work in an external workplace for more than three days. The head of department has to approve the transfer and your supervisor must be informed.
- Be prepared when you meet for supervisory meetings and performance assessment interviews.

Responsibilities as a PhD Candidate:

- Attend the introductory course for new PhD candidates.
- Familiarize yourself with the contents of the "Regulations for PhD at NTNU", the "Doctoral Agreement", the "Work Duty Regulations" as well as the handbooks "Quality in PhD education" and "PhD Studies at NTNU".
- Follow the ethical standards of research that applies to your field.
- Carry out your research efficiently, with high standards within the given timeframe.
- Familiarize yourself and comply with the deadlines for the PhD education. This includes your admission, PhD agreement, project description and registration for examination.
- Make sure that you have valid study right at all times. Apply for an extension of the study period if necessary.
- Make a schedule in agreement with your supervisor to ensure regular contact. Report if supervision is not given according to schedule.
- Take charge of your project. Actively seek advice from supervisors about research and academic writing.
- Keep your supervisor informed about your progress. Report any conditions that might cause a delay.
- Submit the obligatory, annual progress report to the faculty.
- Make yourself familiar with and follow the procedures regarding study leave and termination if necessary.
- Report as soon as possible if you experience problems in cooperation, conflicts, disagreements, or if you want to change your supervisor.