



# **EMPLOYMENT GUIDELINES AND WORKING CONDITIONS FOR PH.D. RESEARCH FELLOWS AT GJØVIK UNIVERSITY COLLEGE**

## **1 Background**

Guidelines for employment of research fellows have been prepared pursuant to the Universities and Colleges Act of 1 April 2005 no. 15, § 6-4, subsection four, cf. Regulations stipulated by the Ministry of Education and Research on 31 January 2006 and the ministry's letter of 7 April 2006. Ph.D. research fellows are individuals registered in Ph.D. programmes at Gjøvik University College or another university or university college who has the right to confer doctor's degree.

Research fellows can be divided into 4 groups based on type of financing:

1. Financed based on own budget limits by funds earmarked Ph.D. scholarship from the Ministry of Education and Research.
2. Financed by the Research Council of Norway (NFR).
3. Financed by other external source (excl. NFR).
4. Financed by own fixed employees through own budget limits, so that employees have the opportunity to complete a Ph.D. programme.

In addition, the university college can cooperate with Ph.D. research fellows who are financed in another way. These are not affected by these guidelines, but may on an individual basis get office desk, supervision etc. if this is seen as appropriate for Gjøvik University College.

## **2 Main principle**

New research fellows are placed in a technical environment which has its own capacity and competence on supervision on Ph.D. level. There must be focus on strategic considerations and evaluation of how the research fellow may strengthen Gjøvik University College's areas of commitment.

## **3 Announcement**

Available research fellow positions at Gjøvik University College are announced in accordance with the regulations in the Civil Service Act and in the staff regulations.

The announcement must always include:

### **3.1 Purpose of the employment**

The Ph.D. programme is a research education which aims to educate independent researchers on an international level in cooperation with national and international research environments, and which will result in a formal doctor's degree during the employment period.

The Ph.D. programme aims to fulfil existing and future needs for competence in research, development, supervision and teaching at universities and university colleges, other public and private institutions, businesses and organisations.

### **3.2 Employment conditions**

Admission to a Ph.D. programme is a *condition* for employment in a research fellow position. Admission to a Ph.D. programme and final plan for the research education must be approved and contractual no later than 3 – three – months after employment.

The applicant must prior to the employment prepare a project outline for how the research education will be completed. The outline must state the research fellow period and the in per cent distribution of work hours for duty work and research.

The plan must also name the responsible academic supervisor and describe the outlines of the supervision which is assumed appropriate for the individual research fellow. If the research fellow is registered in a Ph.D. programme at another institution than Gjøvik University College, there must be appointed both a local supervisor at Gjøvik University College and a supervisor from the other Ph.D.-approved institution. Both the supervisor and the research fellow are responsible for reporting any problems concerning the execution of the plan to the head of the faculty and the personnel director.

Transition to another Ph.D. programme can only be made after agreement with the employer.

In order to be admitted to a Ph.D. programme, the applicant must have a Master's degree or equivalent. Documented other scientific works will also be emphasized.

Furthermore, the applicant must document strong professional background from his/her previous study and have a weighed average grade equivalent to B or better during the last two years (corresponding to 120 credits) from the Master's degree programme or equivalent education.

The position is announced with moderate allocation according to sex quota. The announcement must always include the following section: "Gjøvik University College wishes to recruit women to research. If two or more applicants are approximately equally qualified, women will be preferred."

The announcement text and position report must be approved by the Employment committee for teaching and research positions.

## **4 Employment contract for research fellows in Ph.D. programmes**

The employment contract will state the deadline for admission and which Ph.D. programme the research fellow is affiliated with.

Normal term of years is four years with 25 % duty work. The employment period must comprise three man-labour years with pure research education. If Gjøvik University College in special cases decides to employ a research fellow in a 50 % position or more in the whole

or parts of the period, the employment period may be extended so that the research education corresponds to three ordinary man-labour years.

The employment authority decides the total period in each individual case. There will be made proper considerations when it comes to the extent of the duty work, necessary time frame and plan for execution of the project and the financing basis of the project.

In special cases, a three-year employment period without duty work may be offered.

A shorter period than three years for the research education may be agreed if the research fellow already has completed parts of his/her research education or when the employment is based on previous employment in a educational position (research fellow, scientific assistant or similar), so that the total research education period amounts to three years.

The distribution of the work duty between research education and duty work must be stated in the employment contract. The content of the duty work in addition to the research work should also be stated. Duty work in addition to the research work should as far as possible be relevant for the doctor's degree. Administrative duties are limited and should normally not comprise more than 10 % of the total annual work hours. Gjøvik University College stipulates its own guidelines for the content of the duty work and the distribution of work tasks in the employment period. The employer must see to that the work tasks do not exceed the fixed framework.

## **5 Working year and holidays**

The working year for research fellows is based on the working year for other state employees, currently 37.5 hours/week, and holiday and holiday allowance according to the provisions of the Act relating to holidays as it is practiced for other civil servants.

## **6 Leaves of absence and extension**

As a rule, the employment period for research fellows can not be terminated. Exceptions are leaves of absence pursuant to laws or the main wage agreement and the principal agreement for civil servants. This applies primarily to sick leaves, maternity leaves, compassionate leaves, emergency leaves, leaves due to military service and leaves due to organisational assignments. These leaves shall not be included in the calculation of the employment period.

After a leave of absence, the employment continues until the end of the employment period in accordance with section 1. If the employment period is over and it is necessary to extend the period in order to complete the research education, a supplementary employment contract for a shorter time period may be signed. Sick leaves or other leaves of absence which are shorter than two weeks do not give grounds for extension of the employment period.

Leaves of absence due to temporary scientific positions, scholarships for studies abroad etc. may also be granted when it makes continuation of the research education possible for at least half the time within the framework of the ordinary work period. The employment period in the research fellow position is adjusted so that the total time amounts to three years.

The Ministry has otherwise in letter of 7 April 2006 given some specifications regarding research fellows' rights in connection with leaves of absence. This applies to circumstances which have prevented the progression of the research fellow's education. Such circumstances may be special social burdens or unpredictable work-related obstacles which the research fellow can not be blamed for. The employment committee may in special cases extend the employment period provided that the research fellow will be able to complete the research education within the extended time period. In each case, there must be made a specific

evaluation of the extent of the delay, and this evaluation forms the basis for extending the employment period.

The decision regarding extension of the employment period is made by the employment committee after proposal from the nomination authority.

## **7 Dismissal**

If an admission contract is not presented within the deadline stated in the employment contract, the university college may consider terminating the employment contract. Transition to another Ph.D. programme than the employment contract implies, if not agreed with the employer, may give reason for dismissal.

Lacking reports of progression, serious lack of progression or failure to execute the duty work, cf. section 10, may give grounds for dismissal when the circumstances are caused by the research fellow.

In addition, the provisions of the Civil Service Act, except § 10, applies. 1.

## **8 Binding time period and reimbursement of own employees in a Ph.D. programme**

For research fellows who get funds according to section 1, 2 or 3 (se ch. 1), it is not common to require binding time period.

For research fellows who get funds according to section 4, the binding time period should correspond to the employment period, cf. section 9.11, ch. 3, § 9, no. 1, page 281 in the State Personnel Handbook 2006.

If the condition for compulsory duty is not fulfilled, reimbursement of allocated scholarship funds will be required, cf. section 9.11, ch. 3, § 9, no. 1, page 281 in the State Personnel Handbook 2006. If a part of the compulsory duty is served, the reimbursement requirement may be reduced accordingly.

If the employee is prevented from completing the education within reasonable time and this is not caused by the employee himself/herself, the employer may consider removing the requirement for compulsory duty and reimbursement.

## **9 Supervision**

The research fellow must have an internal supervisor who is responsible for the execution of the Ph.D. programme. If the research fellow is registered in a Ph.D. programme at another institution than Gjøvik University College, the cooperating university/university college will normally also appoint a supervisor.

The supervisor(s) is appointed by the university college itself. When several supervisors are appointed, there must be one main supervisor. The main supervisor is responsible for the supervision.

The research fellow and the supervisor(s) must be in regular contact. The internal supervisor(s) must also cooperate with the supervisor at the cooperating university/university college.

## **10 Reporting**

Each year, *within 15 December*, an annual report on the progression of the organised research education must be submitted.

*The research fellow and the internal supervisor are collective responsible for the annual report, but will submit their own report every four months.*

The report must be written on separate prepared forms and be submitted to the FoU secretary who will pass it on to the head of the faculty.

## **11 The university college's offers to the research fellow**

Newly employed research fellows are registered in the state's wage scale in position code 1017, and will get wage increase according to achieved seniority. The wage positioning also applies to own employees. Code 1378 may be considered for especially qualified applicants.

The research fellow will be ensured appropriate working conditions with office desk, equipment, telephone, funds etc. For trips, literature, laptop etc., a minimum of NOK 25,000 is allocated each year in a 100 % research fellow position, which will be used after agreement with the closest superior. The amount may upon agreement with the head of the department be accumulated and must be covered by project funds. The amount is reduced according to in per cent reduced positions.

If the employed research fellow get a research article accepted at a conference, GUC normally give the research fellow the opportunity to participate at the conference.

## **12 Implementation**

The new guidelines are implemented on 23 February 2007.

All research fellows must receive the guidelines upon employment.