



Supplementary Provisions

to the PhD programme at Norwegian School of Economics

Issued by Kenneth Fjell, Vice Rector for Research and responsible for the Doctoral Programme, on 12 November 2020, with subsequent amendments, most recently by Katrine Løken, Vice Rector for Research on 10 December 2025.

Introduction

The Regulations for the Philosophiae Doctor (PH.D.) Degree at Norwegian School of Economics were adopted by the Board on 29 January 2025 and entered into force immediately. Section 1-3 of the Regulations authorises the Vice Rector to issue supplementary provisions for the PhD programme within the framework of the regulations.

The aim of these supplementary provisions is to contribute to predictability, equal treatment, and efficient case processing.

Part 1. Introductory provisions

Section 1-1 The scope of the regulations

Section 1-2 Scope, objectives and content of the PhD education

The regulations specify a minimum requirement for the number of ECTS for the coursework. For candidates admitted to the PhD programme at NHH in the specialisation of Economics (SAM) (admission from 2019) and the specialisation of Finance (FIN) (admission from 2020), the coursework consists of 60 ECTS.

Section 1-3. Responsibility for the PhD education

Part 2 Admission

Section 2-1 Formal qualification requirements

Equivalent education refers to study programmes with a comparable academic level, content and quality as a master's degree and thus can be recognised and approved as equivalent.

Master's degrees that grant access to a PhD programme (third cycle) in the country where the degree was obtained may be considered equivalent education.

Section 2-2 Applications for admission

Third paragraph, letter a:

Master's degree Diploma including a transcript of records. The master's degree must be completed prior to the start date for the position. If the master's degree is not completed prior to the application deadline, a transcript of records must be included.

- Bachelor's degree Diploma including a transcript of records.
- Official description of the grading scale used.
- Third paragraph, letter b:

- Research proposal outlining the aims, research questions and motivation for the proposed area of research (2000-4000 words).
- Fourth paragraph:
- Statement of purpose describing the motivation for applying for this position (250-300 words).
- Curriculum vitae.
- List of publications and/or other documented research activities.
- Contact details of two references.

Section 2-3 Admission decisions

Section 2-4 The agreement period

Section 2-5 The study period

Paragraph three:

This provision allows candidates, following an assessment by the Vice Rector for Research, to submit their thesis for evaluation after the study period has expired. The provision is intended to cover special cases.

In order to submit the thesis, the coursework and the progress requirements must normally be approved, cf. Section 8-1.

Candidates who have 7.5 or fewer ECTS remaining to complete the coursework, may apply to the Vice Rector for Research for permission to complete the coursework after the study period has expired.

When the coursework is completed, the candidate may apply to the Vice Rector for Research for permission to submit the thesis for evaluation.

If the candidate resigns from their position at NHH, they may, in special cases, apply to retain their right to study if submission of the thesis is imminent.

Part 3 The PhD Agreement and Progress

Section 3-1 The PhD agreement

Paragraph three, letter f:

Candidates are normally required to reside in or near Bergen and to be present at their workplace at NHH and adhere to the requirements of the department throughout the agreement period.

For exceptions, a written agreement between the candidate and the department must be in place.

Section 3-2 Reporting requirements

Starting in the second year of the programme, the candidate, the principal supervisor and the department are required to submit an annual progress report by the deadline set by the Section for Doctoral Education.

Section 3-3 Progress requirements

First paragraph, letter b:

The midway evaluation must be conducted in accordance with the applicable rules and procedures (Guidelines for the Midway Evaluation).

The candidate has two attempts to pass the midway evaluation. The department must report the outcome of each attempt, as well as any need for additional progress requirements, to the Vice Rector for Research at phd@nhh.no.

If the midway evaluation is not passed on the first attempt, the department must prepare a written assessment/evaluation stating what the candidate needs to revise. The written assessment/evaluation may specify additional requirements and may allow the candidate to submit new work. The department forwards their evaluation to the Vice Rector for Research at phd@nhh.no.

The Vice Rector for Research will then send the candidate a notification stating that the first attempt at the midway evaluation was not passed. The department's written assessment/evaluation will be enclosed.

The candidate will be given a deadline of up to three months to submit a revised version or new work to pass the second attempt at the midway evaluation. The department will evaluate whether the second attempt for the midway evaluation has been passed.

Second paragraph:

The candidate must complete a course in pedagogy prior to submitting the thesis. The course awards no ECTS.

PART 4 TERMINATION BEFORE THE END OF THE AGREEMENT PERIOD

Section 4-1 Voluntary termination before the end of the agreement period

Section 4-2 Enforced termination due to delays and omissions

Section 4-3. Annulment and/or expulsion due to cheating in exams or tests in the PhD education

Section 4-4 Enforced termination due to scientific misconduct

Section 4-5. Termination of employment

Section 4-6 – Termination of the study period prior to the end of the agreement period

Part 5 Supervision

Section 5-1 The right to academic supervision

Section 5-2 Appointment of academic supervisors

First paragraph:

NHH should be the principal supervisor's primary workplace. In cases where it is not possible to appoint a principal supervisor whose primary workplace is at NHH, the principal supervisor should hold an adjunct position (Professor II) at NHH.

Second paragraph, letter b:

All supervisors must be active researchers. This means that the supervisor has scientific publications from the past five years. A doctoral thesis is also counted as a scientific publication in this context.

Third paragraph:

The rules on impartiality in the Act relating to procedure in cases concerning the public administration ("forvaltningsloven") Section 6 and following apply between the supervisor(s) and the candidate, as well as between the supervisors.

If circumstances exist that could compromise the impartiality of a supervisor with respect to the candidate, that person cannot serve as the candidate's supervisor.

If circumstances exist that could compromise the impartiality of a supervisor with respect to the other supervisors, the Vice Rector for Research may, in special cases, grant an exception.

To ensure that the supervisory relationship complies with the rules on impartiality, the candidate and supervisor(s) must complete a declaration of impartiality at the start of the supervisory relationship.

Each time a new member is appointed to the supervisory committee, the candidate and the supervisors must complete a new declaration of impartiality.

Fourth paragraph:

In cases where the principal supervisor is unable to continue for various reasons, the Vice Rector for Research may grant an exception.

Part 6 The coursework

Section 6-1 The purpose and content of the coursework

Second paragraph:

The Vice Rector for Research, in consultation with the PhD coordinator, approves the content of the coursework. The coursework must include philosophy of science and ethics.

An individually assigned reading course may be approved as part of the coursework if there are fewer than 2 ECTS remaining to complete the coursework.

Third paragraph:

Credit transfer cannot be granted for courses that are part of a previously completed degree which forms the basis for admission to the PhD programme.

Master's level courses may be included in the coursework for up to 5 ECTS. In special cases, the candidate may apply for up to an additional 5 ECTS from master's level courses. Master's level courses must be passed (pass/fail scale) or passed with a grade of B or better (A-F scale). ECTS from master's level courses will be reduced by 25–50%.

Courses at undergraduate level (100- and 200-level) cannot be included in the coursework.

Second paragraph:

If the candidate requests ECTS for a course that does not award any ECTS, the PhD coordinator must apply to the Vice Rector for Research via phd@nhh.no prior to starting the course. The application must include the course description, a justification of its relevance and a justified recommendation for the number of ECTS the course should award.

Section 6-2 Implementation of the coursework

Second paragraph:

The candidate shall notify the Section for Doctoral Education via phd@nhh.no when results from courses taken at other Norwegian institutions are available in the Diploma Registry "Vitnemålsportalen". For courses taken at institutions outside of Norway, the candidate must send the diploma and/or transcript of records to phd@nhh.no.

Section 6-3 Requirements of the coursework

Second paragraph:

All courses must, in accordance with the PhD agreement, be passed or passed with a grade of C or better.

Third paragraph:

Absence from an examination without valid documentation counts as an examination attempt. The only valid documentation is a medical certificate ("sykemelding") issued by a licensed doctor (GP) or specialist. For candidates unable to attend an examination due to illness, the absence is considered valid only if the medical certificate ("sykemelding") is issued no later than the date of the examination.

The documentation must be sent to the Examination Office via exams@nhh.no no later than one working day after the examination.

Part 7 The PhD thesis

Section 7-1 Requirements for the PhD thesis

Second paragraph:

An article-based PhD thesis normally consists of at least three articles. Unless a literature review contributes to new scholarly knowledge, it cannot be included in the thesis.

Second and third paragraph:

If all articles are co-authored, then the PhD thesis is normally expected to have more than three articles.

Third paragraph:

To be considered the main contributor, the candidate must have made a substantial contribution to the development of the idea and research design, the data collection, and the analysis and interpretation of the data.

Section 7-2 Work that cannot be accepted

First paragraph:

Data, analyses, methods and similar materials may only be used if they are used to a limited extent, form the basis for work on the thesis, and contribute to new knowledge.

Section 7-3 Duty to report work results with commercial potential

Part 8 Submission and appointment of the evaluation committee

Section 8-1 Submission and application for evaluation

Third paragraph, letter a:

The PhD thesis must be submitted as a single PDF file in the digital submission form provided by the Section for Doctoral Education.

There are no formal formatting requirements for the PhD thesis beyond the cover page. NHH recommends that the articles of the PhD thesis follow a standardised format in line with practices within the academic field. Articles that have already been published may be submitted in their published format.

A template for the cover page is available on Teams (PhD Candidates) or through the department.

Third paragraph, letters b–e:

Co-authorship declarations and other documentation must be submitted as separate files in the same digital submission form provided by the Section for Doctoral Education.

Section 8-2 Processing of the application for evaluation

Section 8-3 Withdrawal and correction of formal errors

Only formal errors may be corrected. Formal errors refer to non-academic errors, such as spelling mistakes, grammatical errors, and similar.

An application to correct formal errors must be submitted to the Vice Rector for Research via phd@nhh.no. The errata list will not be forwarded to the evaluation committee.

Section 8-4 Composition of the evaluation committee

First paragraph, letter e:

The external members of the evaluation committee are faculty members not employed by NHH. Whether a person qualifies as an external member depends on their affiliation with, and proximity to, NHH and the academic environment.

Individuals employed in an Adjunct Professor (Professor II) position at NHH cannot serve as external members of the evaluation committee.

Individuals employed in NHH's affiliated entities or as regular lecturers in NHH's full-time study programmes cannot serve as external members of the evaluation committee.

The composition of the evaluation committee will be assessed on an individual basis, based on the stated or identified affiliation and proximity to NHH and the academic environment.

Section 8-5 Appointment of the evaluation committee

The supervisor and the candidate shall not be in contact with the evaluation committee regarding the evaluation of the PhD thesis while the evaluation process is ongoing.

If there is a need for contact between the candidate and the evaluation committee to clarify practical matters related to the public defence, the candidate may contact the department.

All other inquiries must be directed to the Section for Doctoral Education via phd@nhh.no.

Part 9 Evaluation of the PhD thesis

Section 9-1 Basis for evaluation and obtaining supplementary information

Inquiries must be directed to the Section for Doctoral Education via phd@nhh.no.

Section 9-2 Minor revisions

Section 9-3 The evaluation committee's recommendation

Second paragraph:

The recommendation must be available no later than five weeks before the public defence can take place.

Section 9-4 The processing of the evaluation committee's recommendation

Section 9-5 Application for resubmission

Part 10 Doctoral Examination

Section 10-1 Publication of the PhD thesis

First paragraph:

The PhD thesis must be publicly available before the public defence. For candidates who have a pre-approved postponement of the publication date, the public defence and conferral of the degree must be postponed. Applications for deferred publication date must be submitted to the Vice Rector for Research via phd@nhh.no.

Second paragraph:

A summary of the PhD thesis must be submitted in English (maximum 300 words) and in Norwegian (maximum 200 words) no later than 16 working days before the public defence to the Office of Communications and External Relations via kommunikasjon@nhh.no.

The abstract should be written for a non-professional audience, and the purpose is to communicate the research topic(s) in a comprehensible way to people with little or no knowledge of the thesis' field of research. The abstract should have plain language, without any references, as it will be the basis for a press release written by the Office of Communications and External Relations.

Section 10-2 Trial lecture

The purpose of the trial lecture is to test the candidate's ability to communicate academic knowledge to master's level students. In the evaluation of the trial lecture, emphasis shall be placed on both the academic content and the candidate's ability to convey the material.

The trial lecture shall normally last 45 minutes, excluding the introduction delivered by the Vice Rector for Research or the person authorised by the Vice Rector for Research. A deviation of more than five minutes from the prescribed duration may result in the trial lecture not being approved.

The trial lecture is normally held on the same day as the public defence.

Section 10-3 Approval of the trial lecture

Section 10-4 Public defence of the PhD thesis (disputation)

Fourth paragraph:

The candidate shall deliver an uninterrupted presentation outlining the purpose and findings of their scientific work, lasting approximately 20 minutes.

Section 10-6 Conferral of the degree and diploma

Second paragraph:

Only those courses that constitute the approved coursework shall be listed on the diploma.

PART 11 APPEAL PROCEDURES

Section 11-1 Appeal against rejection of the application for admission, decisions on enforced termination due to delays and omissions, rejection of an application for approval of elements in the coursework.

Section 11-3 Appeal in case of enforced termination of the PhD education due to scientific misconduct

Section 11-4 Appeals against rejection of an application for evaluation and rejection of a PhD thesis, trial lecture or public defence

Part 12 Joint Degrees and Cotutelle Agreements

Section 12-1 Joint degrees

Section 12-2 Cotutelle agreements

PART 13 ENTRY INTO FORCE

Section 13-1 Entry into force

Section 13-2 Transitional provisions