

*(Adopted by the Dean, March 2018, with amendments January 2022).*

## **Guidelines for Completion Grants**

This scheme applies to all PhD candidates with a three-year appointment at the Faculty of Theology and is an offer of extended employment after submission of the doctoral thesis within the prescribed period of time. Recipients of the completion grant must be a permanent resident of Norway during the grant period.

The intention of the scheme is to increase candidates' opportunities to focus on their thesis, reduce completion time, increase the number of completed doctoral degrees at the Faculty and to increase the scope of the candidates' expertise.

All PhD candidates that submit doctoral theses for assessment with a written recommendation from their supervisor within 3 years or 3 ½ years of the start of their PhD period will be offered a 12 or 6-month completion grant.

The scheme is available to PhD candidates for which the Faculty of Theology has employer's responsibility, including candidates that are appointed at the Faculty of Theology with funding from external sources. The scheme does not cover candidates with four-year appointments, including 25% required duties nor dr. philos candidates.

### **Time to completion**

The limit of 3 years or 3½ years is absolute. This means that, if the thesis is submitted within three years plus one week, the candidate will be eligible for a six-month grant. Similarly, no grant will be available if submitting after 3½ years plus one week.

Any leave or reduced posts taken in order to complete teaching activities or other work at or outside of the Faculty during the PhD period will be calculated as part of the total period. Candidates must ensure that such leave of absence does not interfere with their eligibility to receive the completion grant from the Faculty, if they are interested in such a grant. Nevertheless, candidates shall be free to accept any teaching duties throughout the PhD period, if offered. If a candidate undertakes teaching duties for a total of ½ year, they can still receive a ½ year completion grant, provided they complete within the 3 ½ year limit.

Periods of sick leave and other leave of absence stipulated in law or collective agreements (maternity leave, parental leave, leave to care for children or other welfare leave) that carry a right to extension, will, however, be deducted from the total time to completion. Such leave of absence will therefore not have an impact on the individual candidate's eligibility to receive a completion grant. This also applies in the event of reduced posts due to family care leave when a request has been approved.

Completion grants are awarded for 6 or 12 months. Grants are not awarded for periods shorter than 6 months, longer than 12 months or for 7-11 months.

Grant recipients must generally accept the grant immediately after completing the ordinary PhD period or after submission of the thesis (if this takes place after the expiration of the ordinary PhD period).

### **Planning of the completion grant period**

Candidates who are interested in the completion grant and believe that they will be able to submit their thesis by the deadline must notify the Faculty, represented by the PhD administrator or PhD Programme Coordinator, in writing no later than six months before the scheduled submission date.

The Dean of Research and the Dean of Studies are required to keep up to date with candidates' progress, in order to be able to include completion grant recipients in their plans.

The Faculty assumes that this work will be academically relevant and meritorious. At the beginning of the grant period, a written agreement must be made regarding the work to be completed. In principle, the work shall be distributed by allocating 45% for research, 45% for teaching and 10% for administration.

The basic pedagogical training is compulsory (either the entire basic training (150 hours) or only the introductory module (120 hours). Candidates who do not wish to complete this must apply separately for an exemption. Exemptions may for example be granted in cases where candidates will not be performing teaching duties. Completion grant candidates who complete the basic pedagogical training are responsible for registering for the course in time and for informing the PhD administrator of this.

Examples of other tasks that may be included in the completion grant scheme can be found below:

- Teaching.
- Teaching internships with another lecturer.
- Participation in examination work.
- Developing teaching plans and other academically relevant project work.
- Developing and implementing evaluation systems and conducting other quality assurance tasks.
- Participating in the work on the planning and implementation of academic seminars and conferences.
- Participating in developing relevant research projects and/or applications for external funding.
- Academic work that follows from the doctoral thesis, such as writing an academic article.
- Publication of the candidate's own thesis.
- Disseminating the candidate's own research to the general population, or other dissemination work.

The details of each candidate's completion grant period plan must be agreed with the Faculty Management. Due consideration must be given to which skills development initiatives can be offered, as well as which initiatives are most appropriate for the candidate. At the end of the grant period, the Dean of Research and/or Dean of Studies must certify the skills development tasks that the candidate has completed.

The Faculty fully funds the scheme.

### **Prior to submitting the thesis.**

Prior to submitting the thesis for assessment: two weeks before the expected submission date, the PhD administrator must notify the HR Consultant and submit the agreement relating to the candidate's work. The candidate must submit a written recommendation from the supervisor to the PhD administrator. The supervisor's recommendation must state that they have read the completed thesis and that they consider it to be ready for assessment.

### **Implementation of the completion grant period**

An employment contract is created for the Completion Grant period. This contract will enter into force from the day after the expiration of the ordinary PhD period (or after submitting the thesis if this takes place after the expiration of the ordinary PhD period). The completion grant recipient will continue at the salary grade they had upon completion of the ordinary PhD period.

After the disputation, the completion grant candidate will be entitled to a pay increase if they remain employed at the Faculty of Theology, cf. the regulations for pay grade increases for a doctoral degree. The candidate must provide feedback to the HR Consultant when the disputation has been completed.