

# Frequently asked questions about the PhD

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Faculty of Psychology

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# PhD at the Faculty of Psychology

- Currently there are 118 PhD candidates at the faculty. Approx. half of the candidates are employed here, while the other half are employed at other institutions.
- All candidates are associated with a department, and most with a research school.
- Your daily work and followup takes place at your department, and they can also help answer questions you might have 😊
- At various intervals you will also be in contact with the Faculty administration, usually in relation to formal aspects of your employment or doctoral education.



# FAQ relating to the PhD programme

- How do I register completed courses and activities in my **training component**?
  - All UiB courses are registered as approved when you have completed it – there is no need to apply for approval.
  - You must apply for approval of all **external** courses and activities. Your research school is responsible for approving your application.
  - When your training component is complete (30 ECTS credits) it should be formally approved by the faculty at least 6 months before you plan to submit your thesis.
- How do I plan my **work duty**?
  - All work duty activities are planned with your supervisor and department. Contact your department for information about work duty.



# FAQ relating to the PhD programme cont.

- Why are my **admission dates** (*Studentweb*) different from my **employment dates** (*HR portal*)?
  - (Unfortunately) these systems do not communicate with each other.
  - The end date in Studentweb refers to your status as a PhD candidate in the programme, which can be extended longer than your period of employment.
- How do I **submit my thesis**?
  - Your thesis is submitted by e-mail to [post@psyfa.uib.no](mailto:post@psyfa.uib.no)
  - Contact your department in due time before your planned submission. They will help you with the final practical details.



# FAQ relating to employment as a PhD candidate

- Where can I find/register personal details, absences, salary etc.?
  - In the **HR portal (Pagaweb)** you will *find* information about your salary, already registered personal information and absences.
  - You can also *register* self-certified sick leave, personal information (new address, new bank account number etc), information about your family (kids, next of kin), vacation, and apply for parental leave and other leave of absence in the **HR portal**.
  - More information about the HR portal:  
<http://pagaweb.b.uib.no/>



# FAQ relating to employment as a PhD candidate cont.

- Is it possible to **prolong** my employment period?
  - If you have sick leave and/or approved leave of absence, we will prolong your employment period. You will receive a letter from the Faculty with the new expiry date.
  - Please contact us as soon as possible if you need a prolongation.
- Will I receive a **bonus** if I submit my theses before the expiry date?
  - Yes 😊 When your doctoral defense is approved you will receive a payraise (as a PhD candidate).



# How to get in touch 😊

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- PS: the Faculty webpages contain a lot of relevante information for PhD candidates – please check them out!  
<http://www.uib.no/psyfa> (...and we are also on Facebook:  
<https://www.facebook.com/PsyfaUiB> 😊 )

