

Welcome letter to new PhD candidates at the Faculty of Technology, Art and Design

Welcome as a new PhD candidate at the Faculty of Technology, Art and Design. We hope you will enjoy your time with us.

Contact information

The Head of your Department will normally be your manager if you are employed at the Faculty of Technology, Art and Design (TKD) as a PhD fellow.

At the TKD Faculty, a small team works administratively with the PhD program. You can reach us through our e-mail phd-fou-tkd@oslomet.no, or you can visit us in Pilestredet 35/P35 (8th floor). We are here to help you, so please don't hesitate to contact us!

Admission to the PhD programme in Engineering Science

Even though you are employed as a PhD fellow at OsloMet, you are not automatically admitted to the PhD program. It is your responsibility, together with your supervisor, to apply for admission. Admission to the PhD program is given by the PhD regulations at OsloMet. Your application must contain the following:

- [Application form](#)
- Diplomas and transcript of records for the master's degree and bachelor's degree (originals and translations if needed)
- Project description (5-10 pages)
- A list of publications (if you have publications)
- CV
- Confirmation of identity
- Approvals from ethical committees
- Written confirmation from proposed main supervisor
- Operating budget
- Data management plan
- Risk and Security analysis

More information about attachments is included in the application form. Send the application form with the attachments to your Head of Department. Upon approval he/she will submit the application to phd-fou-tkd@oslomet.no.

If your application is approved by the DGU, you will be registered as a PhD candidate in "Felles Studentsystem" which enables you to sign up for courses in Studentweb. You will also get access to our e-learning platform, Canvas.

PhD Agreements

Upon approval to the PhD programme you will receive an admission letter together with several PhD agreement forms. These agreements must be signed together with your appointed supervisors and the Head of the Department. The agreements must be returned to phd-fou-tkd@oslomet.no within 2 months of receiving the admission letter.

Double account

Internal PhD candidates will get two IT-user-accounts at OsloMet, because you are registered as an employee as well as a student. You can easily choose which account you want to use by following these guidelines for your [settings](#).

The training component

Your training component must consist of at least 30 ECTS. You enroll to courses in [Studentweb](#).

- The deadlines for enrolling are:

Spring semester: 1 December – 1 February

Fall semester: 1 June – 1 September

- You will find information about the courses at the program page. All the courses at Engineering Science have a code starting with PENG9(...).

- 10 ECTS - compulsory courses: PENG9100 “Engineering Science and Ethics” and PENG9200 “Scientific Research Methods and Data Analysis”.

- 20 ECTS of your training component consists of courses you have chosen together with your supervisors.

- Your training component is approved together with your application for admission. If you wish to make changes to your training component, please contact phd-fou-tkd@oslomet.no.

The doctoral committee (DGU) at the Faculty of Technology, Art and Design

The Doctoral Committee has an important role in developing the PhD programme in Engineering Science and makes decisions regarding admission, changes to the supervisor teams, final examination for the PhD degree and other matters.

The PhD fellows in the DGU are currently represented by Kristine Heiney and Andres Felipe Ocampo Palacio.

You can submit your applications and other cases to: phd-fou-tkd@oslomet.no.

Meeting dates and deadlines can be found [here](#).

The PhD forum

[The PhD forum](#) is a central forum for PhD candidates at OsloMet. The forum consists of two representatives from each PhD programme. The tasks and purpose of the forum is to raise issues that concern PhD candidates’ professional development and general working conditions.

Members from Engineering Science: Amirhosein Shabani and Akriti Sharma.

Important things to remember

- Submit the application for admission within three months from your start date as a PhD fellow.

- Make yourself familiar with the [PhD Regulations](#) and [the Faculty of Technology, Art and Design’s supplementary rules](#).

- Make yourself familiar with [program pages](#) for the PhD program in Engineering Science.

Useful pages

- [PhD Information from admission to completion](#)

- [Research ethics](#)