

When submitting your PhD dissertation at MF

The formal requirements regarding submission of the PhD dissertation are described in *Regulations for the degree of PhD at MF (Forskrift for graden ph.d. ved MF)*. They are found both in Norwegian and English on our web-site:

<https://www.mf.no/forskningogphd/phd-utdanning/programbeskrivelse>.

If you plan to submit an article-based dissertation, please read the *Rules for article-based PhD-dissertations (Retningslinjer for artikkelbaserte ph.d.-avhandlinger)*, and *Declaration of independent Research*. See our web-site:

<https://www.mf.no/studier/phd-program/praktisk-informasjon>

In addition, the following procedures and guidelines apply when submitting your PhD-dissertation at MF:

1. What is the timeline for submission?

1.1. The decision to submit your doctoral dissertation is yours, but should be made in consultation with your supervisor.

1.2. Keep the PhD coordinator updated on the progress you are making in your PhD work, and notify him/her as soon as you have a preliminary time for submission.

1.3. When you are two weeks ahead of submission, please send a summary/abstract (1-2 pages) of your PhD dissertation to the PhD coordinator. This helps us start the work of finding a suitable examination committee for your work.

1.4. You will then receive a formula for the letter to the institution applying for an examination of your PhD dissertation from the PhD coordinator.

2. Which documents or material should be included in the submission?

2.1. The letter to the institution, edited to your case, dated and signed by you.

2.2. The full text of your PhD-dissertation electronically. It may be in PDF or in a Word-version, in a version which is searchable.

2.2. Necessary approvals (NSD, REK)

2.3. Declarations of independent research, when applicable.

2.4. Interview guide, when used.

All this can be sent electronically. A paper copy is not necessary.

2.5 Transcripts of interviews, field notes are not to be submitted, but kept by you in case the examination committee would like to see them.

3. How should the PhD dissertation be submitted?

3.1. The basic requirement for the PhD dissertation is that it is well readable for the examination committee. It should follow the standards, reference style etc. in your discipline/field.

- 3.2. It is recommended that social science projects follow APA 7th edition and that historical and theological projects follow Chicago 17th editions.
- 3.3. Please look at excellent books or PhD-dissertations in your discipline and see how they do it. Note for example that they start each new chapter on pages with uneven numbers, so that the new chapters do start on right-hand side.
- 3.4. Please include the title page, abstract, acknowledgements, and table of contents before your main text. The main text should start on p. 1. In the submission, however, acknowledgements are best saved/postponed until the dissertation is approved.
- 3.5. On the front page, please write the title of your dissertation, your own name below that, and then below "Dissertation submitted for the degree of PhD at MF Norwegian School of Theology, Religion and Society", plus year. If the dissertation is approved, it will be given a professional template to the front page.
- 3.6. Beyond this we have no requirements for format. Our PhD-dissertations are in widely different disciplines, and are also published (hopefully) in widely different series, journals etc., each with their own requirements.
- 3.7. In article-based dissertations it is normal to explain in a footnote that the articles are formatted according to the rules of the various journals.
- 3.8. Pictures and illustrations may occur in your PhD dissertation. When they function directly to your analysis it may be a good idea to have the integrated in your text and not in an appendix.

4. What happens after submission? When?

- 4.1. The examination committee is appointed by the rector/prorector, in consultation with the relevant department. The supervisor(s) and candidate usually do not have any formal involvement in this.
- 4.2. Normally within a few weeks you will receive a copy of the letter of appointment to your examination committee.
- 4.3. Normally within another two or three weeks we will decide on a tentative date for your public defence, in case there is a unanimous and positive report from the examination committee. We do this early for all, and it is no prior indication of the examination result.
- 4.4. The examination committee will give their examination report within 3 months from appointment, see again the *Regulations for the degree of PhD at MF (Forskrift for graden ph.d. ved MF)*.

5. Any questions

If you at any point have any further questions regarding the submission of your PhD dissertation, do not hesitate to contact the PhD coordinator.