

Guidelines for the Norwegian Artistic Research Fellowship Programme

Adopted by the Steering Committee on 12 September 2014

PART I INTRODUCTORY PROVISIONS

Section 1 The scope of the guidelines

These guidelines apply to the study programme leading to a diploma from the *Norwegian Artistic Research Fellowship Programme*, hereinafter referred to as *the Research Fellowship Programme*. The guidelines set out rules concerning admission to, completion and conclusion of the programme.

The Research Fellowship Programme is organised separately through the Norwegian Artistic Research Programme (PKU). According to the statutes adopted by the Ministry of Education and Research on 12 December 2013, PKU shall, through the Research Fellowship Programme [...] stimulate and facilitate artistic research education at the highest level (corresponding to PhD level) [...]. Since 2014, PKU has been organised as a common national responsibility, cf. Act No 15 of 1 April 2005 relating to Universities and University Colleges Section 1-4 (4), with responsibility for its management being placed with Bergen Academy of Art and Design. PKU is governed by a Steering Committee appointed by the Ministry of Education and Research.

Artistic research as an artistic parallel to scholarly research in general is enshrined in the *Act relating to Universities and University Colleges*, cf. Section 1.1, as a joint goal for higher education institutions in Norway. *The subject area of art* encompasses the whole arts field as it is manifested in Norwegian institutions of higher education.

Institutions that offer one or more creative and/or performative art education programme can apply to the Steering Committee to become affiliated to the Research Fellowship Programme. The institutions enter into institutional contracts with the Steering Committee. Through the Research Fellowship Programme, the Steering Committee allocates resources for the admission of research fellows who are employed by the institutions affiliated to the programme and participate in a joint research school administered by the Steering Committee.

For other provisions that regulate factors relating to the programme, reference is made to the Act relating to Universities and University Colleges (2005), the Norwegian Qualifications Framework for Lifelong Learning (NQF, 2011), the Regulations concerning terms and conditions of employment for the posts of postdoctor (post-doctoral research fellow), stipendiat (research fellow), vitenskapelig assistent (research assistant) (2006), the Regulations on degrees and professional education programmes, protected titles and nominal length of study at universities and university colleges (2005), and the Regulations on quality assurance and quality development in higher education and vocational education (F-08-10).

Section 2 Scope, content and objective of the programme

The Norwegian Artistic Research Fellowship Programme is intended to qualify candidates for artistic work, teaching and research positions in higher art education and for other work in society that demands a high level of artistic expertise and insight.

The nominal length of study for the Research Fellowship Programme is three (3) years of full-time study / 180 ECTS, and includes a mandatory part worth 30 ECTS and a project worth 150 ECTS. The project shall be an independent artistic project of a high standard with national and international relevance to the subject area. Focus on different forms of reflection also has a central place. The project should contribute to developing new

insight, knowledge and/or experience. The project will be carried out under active supervision. A separate study plan has been prepared for the programme.

Diploma of completion of the Norwegian Artistic Research Fellowship Programme is awarded on the basis of:

- a) approved completion of the mandatory part
- b) approval of the project based on the requirements set out in Section 10
- c) approved public defence (Viva Voce).

The Research Fellowship Programme is intended to provide the research fellow with knowledge, skills and expertise in accordance with the third cycle of the National Qualifications Framework. Approval of completion of the programme in accordance with the guidelines confers associate professor competence based on the artistic qualifications for appointments to teaching and research positions at Norwegian universities or university colleges.

Section 3 Responsibility for the Research Fellowship Programme

The Steering Committee has overriding formal and operational responsibility for the Programme, and is responsible for facilitating its mandatory general component.

The institutions have employer responsibility for the research fellows. The institutions shall facilitate project implementation and supervision, follow up research fellows' progress and ensure a relevant framework for final presentations, dissemination and documentation.

The obligations of the institutions and the Steering Committee in connection with the Research Fellowship Programme are set out in the institutional contract.

Section 4 Quality assurance

The research fellows' activities at an institution are subject to the individual institution's quality assurance system. The institutions that take part in the Research Fellowship Programme report to the Steering Committee as prescribed in the institutional contract.

PART II ADMISSION

Section 5 Admission

Section 5.1 Admission requirements

In order to be admitted to the Research Fellowship Programme, an applicant must be able to document recognised artistic work/artistic research of a certain scope and normally hold a master's degree, cf. the descriptions in the second cycle of the Norwegian Qualification Framework. On the basis of individual assessments, institutions may approve other equivalent competence as the basis for admission. For some subject areas, institutions can have their own provisions concerning prior learning and experience requirements for admission to the third cycle. The institution can stipulate additional qualification requirements in accordance with openly available criteria that are in line with the institution's recruitment policy and artistic profile. The institution can require applicants to take certain courses and/or pass certain tests before being admitted.

Since the objective of the Research Fellowship Programme is to impart competence at associate professor level, applicants who, based on their artistic qualifications, already have documented competence at professor/associate professor level will be deemed to be overqualified for admission to the Programme.

The application process for the Research Fellowship Programme consists of two stages:

Section 5.1.1 Application to an institution

The application is written using the Programme's application form and sent to one of the Norwegian institutions affiliated to the Programme through an institutional contract. The Steering Committee decides on the prescribed application form and stipulates requirements relating to documentation and formats. An applicant can only apply to one institution with the same project. As far as possible, applications should comply with the requirements for applications set out in Section 5.1.2.

When an applicant has applied to an institution by the application deadline, the institution shall consider whether the application should be processed with the intention of preparing it for submission to the Steering Committee. The institution shall assess whether the applicant meets the artistic level requirements through his/her previous work and whether he/she has the potential to carry out the project. The institutions adopt their own criteria and procedures in addition to this.

Section 5.1.2 Application from the institution to the Steering Committee

Applications that the institutions wish to submit to the Steering Committee must have been submitted to at least two external experts for assessment. The experts must as a minimum have associate professor competence or competence that is undoubtedly equivalent, and must not be affiliated to the institution. As far as possible, the same experts should consider several applicants.

The application should include:

- Project description, including
 - description of the project
 - progress schedule
 - budget
 - documentation of specific needs for professional, artistic or material resources
 - any plans for stays at other institutions
 - dissemination
- Plan for the project-specific part of the mandatory component
- Proposal for at least one supervisor, and specification of affiliation to an active academic environment
- Description of any legal or ethical issues.

The following must be enclosed with the application:

- Documentation of the education on which admission will be based
- Documentation of artistic level.

The external experts shall submit separate assessments of the project in relation to the following criteria:

- Does the project have a relevant/interesting topic of significance to the subject area?
- Has the applicant placed his/her project in the context of relevant discourses/traditions in the subject area?
- How does the project address the requirement for reflection?
- Is the project feasible within the stipulated time frame and budget?
- Has the applicant specified an adequate format for publication?
- Will the project be able to produce an artistic result of a high standard with national and international relevance?
- Does the applicant have the artistic/academic qualifications required to carry out the project?

Each item must be discussed separately.

On the basis of the items listed above and the Steering Committee's general admission criteria (cf. the regulations and text in the call for applications), the discussion of each applicant shall end in a conclusion as to whether the applicant should be recommended for further assessment for admission.

The applications recommended by the institution are submitted jointly by the institution to the Steering Committee together with other documentation. The external expert assessments accompany the applications. The Steering Committee shall be informed about who carried out the expert assessments. When forwarding applications, an institution must also state:

- the project's position in and relevance to the institution's academic environment
- the applicant's artistic level and potential
- its assessment of the applicant's suitability for participation in the Programme
- whether the project is feasible within the stipulated time frame and budget and how the institution contributes to the project budget.

Applicants who are recommended to the Steering Committee in accordance with this procedure are deemed to be qualified for admission to the Programme.

If the institution submits more than one application, they should be clearly ranked in order of priority. Institutions with several subject areas can prioritise applicants within each subject area.

Section 5.2 Infrastructure

The infrastructure necessary for implementation of the project must be placed at the research fellow's disposal. The institution decides what is deemed to constitute necessary infrastructure for implementation. For research fellows with external funding, the institution shall enter into a contract with the external party in connection with each project. As a rule, such contracts shall be in place when a decision on the admission of the research fellow in question is made, or immediately afterwards. Contracts concerning the hiring of a venue for presentation of the artistic work can be entered into separately at a later date.

The research fellows are funded at a common rate, regardless of subject area. The institution can apply to the Steering Committee for a contribution to the funding of resource-intensive productions that are part of the research fellows' end result. In such cases, the institution will also be expected to contribute.

Section 5.3 Decisions on admission

The Steering Committee is responsible for a joint admission procedure based on national competition in which high quality of projects is emphasised, and endeavours are also made to achieve a reasonable allocation of research fellowships between genders, different disciplines and participating institutions over time.

The Steering Committee makes decisions about the allocation of the positions available in the programme based on the applications, other documentation and the institutions' priorities. The Steering Committee has the opportunity to interview selected applicants.

The Steering Committee informs the institutions of its decision and transfers the funds for the research fellowships to the respective institutions.

After the Steering Committee has allocated the available positions, each institution can request that more of its applicants be admitted, but, in such case, based on own funding. Such candidates must have applied for admission in the prescribed manner, undergone the

same internal admission procedure at the institution, have been evaluated by external experts and deemed by the institution to be qualified for admission to the programme.

Section 5.4 Contract period

The nominal length of study for the Research Fellowship Programme is three (3) years of full-time study. The institution can stipulate a maximum period for implementation excluding statutory leaves of absence. The contract is entered into between the institution and the research fellow.

A start-up date and concluding date is set for the contract period. The start-up date is set to the start-up date for the funding. Any extensions of the contract period must be related to rights as an employee or clarified specifically in relation to the research fellow's funding basis. In the event of interruptions resulting from statutory provisions, the contract period will be extended correspondingly. The institution can extend the contract period on the basis of an application stating the grounds for the extension. If an extension is granted, the institution can stipulate further conditions.

After the end of the contract period, the parties' rights and obligations under the contract lapse, and the research fellow will normally lose his/her right to academic supervision, course participation and access to the institution's infrastructure. The research fellow may nevertheless apply for permission to submit the project for assessment.

Section 5.5 Termination before the agreed date

Voluntary termination:

The research fellow and the institution can recommend to the Steering Committee that the project be terminated before the agreed date. In the event of such termination, arrangements concerning the employment, if any, funding, rights to results etc. must be set out in writing.

In the event of voluntary termination caused by the research fellow's wish to change projects, the research fellow must submit a new application for admission on the basis of the new project.

Involuntary termination:

The institution can recommend to the Steering Committee that the project be involuntarily terminated before the agreed date. A decision on such termination can be made if one or more of the following circumstances exist:

- A material delay in the implementation of the mandatory part of the programme due to circumstances under the research fellow's own control
- Repeated or material breaches of the duty of disclosure, follow-up or reporting duty on the part of the research fellow, including failure to submit progress reports to the institution, cf. Section 9
- Delays in relation to the progress of the project that are of such a nature that they give rise to well-founded doubts about the research fellow's ability to complete the project within the agreed time. In order to form the basis for involuntary termination, the delay must be due to circumstances under the research fellow's own control.
- Conduct on the part of a research fellow that is incompatible with the trust that must exist between the institution and the research fellow during the implementation, including criminal offences relating to the completion of the study programme.

Decisions on involuntary termination are made by the Steering Committee.

Research fellows can be dismissed when there are proper grounds for doing so in relation to the agency or officer concerned, cf. the Act relating to Civil Servants Sections 9 and 10, or summarily dismissed pursuant to Section 15.

Section 6 The research fellowship contract

The research fellow enters into a written contract with the institution to which the research fellow has been admitted. The contract regulates the parties' rights and obligations during the contract period, and is intended to ensure that the research fellow participates regularly in an active academic environment and to facilitate the completion of the Research Fellowship Programme by the agreed time. The institution decides the prescribed contract form. The academic supervisor must also sign the contract.

For research fellows with funding or other contributions from an external party, the adopted guidelines stipulate that a separate contract shall be entered into between the research fellow, the institution and the external party.

In cases where the research fellow will be affiliated to a foreign institution, the institution's guidelines for such cooperation must be complied with.

PART III IMPLEMENTATION

The research fellowship project should be planned so that it allows for completion within the normal time frame. The nominal length of study for the research fellowship project is three (3) years of full-time study. The Programme Description for the Research Fellowship Programme describes the three-year course of studies. The programme includes a mandatory part worth 30 ECTS and an individual project part worth 150 ECTS. Taken together, the mandatory part and the project part shall contribute to the research fellow achieving the expected learning outcome in relation to the third cycle of the National Qualification Framework.

Section 7 Academic supervision

Supervision is a key part of the Programme. The project work shall be carried out under individual supervision. Together, the institution and the supervisors shall ensure that the research fellow participates actively in the academic environment. The institution enters into a contract with the research fellow's supervisors.

Their role is described in the contract with the institution. The research fellow shall have one main supervisor who will have chief academic responsibility for the research fellow and a special responsibility relating to the research fellow's implementation and completion of the Programme.

Section 7.1 Appointment of supervisors

The main supervisor should be appointed at the same time as the research fellow is appointed to the position.

If the institution appoints an external main supervisor, a co-supervisor must be appointed from the institution.

The impartiality provisions set out in the Norwegian Public Administration Act Chapter II 'Concerning disqualification' (Sections 6-10) apply to supervisors.

All supervisors should, as a minimum, have associate professor competence or competence that is undoubtedly equivalent. The main supervisor must have artistic competence within the field in question. It is desirable that one of the appointed supervisors has prior experience of supervising research fellows in art.

The institutions submit proposals for the appointment of supervisors to the Steering Committee, stating the reasons for their choice. The Steering Committee must approve the proposed supervisors before the institution appoints them.

The research fellow and supervisor can request the institution to appoint a new supervisor. The institution can also submit a proposal for approval of a new supervisor to the Steering Committee on its own initiative. The supervisor may not withdraw before a new supervisor has been appointed.

Disputes relating to the academic rights and obligations of the supervisor and research fellow can be brought before the institution by either of the parties for consideration and decision. If cases involve matters of principle, the institution shall submit them to the Steering Committee.

Section 7.2 The content of the supervision

Within three (3) months of appointment, the research fellow and the supervisor shall together review the project description and consider whether any adjustments are necessary.

The research fellow and main supervisor have a mutual duty to keep each other up to date on all matters that have a bearing on the progress of the work and on how the supervision is carried out.

The research fellow and his/her supervisors should be in regular contact with each other. The supervisors are responsible for following up the research fellow's project development. Information about the frequency of contact should be included in the annual report to the Steering Committee.

The supervisors' duties are described in more detail in the institution's supervisor contract.

Section 8 The mandatory part

Section 8.1 Purpose, content and scope

The mandatory part of the Programme is intended to help to strengthen work on the project and put it in a broader context. This part of the Programme aims to stimulate participants' own artistic reflection and insight, develop their dissemination skills and stimulate debate.

The mandatory components of the Programme consist of fora and seminars totalling 20 ECTS under the auspices of the Steering Committee and a project-specific part worth 10 ECTS. The institutions are responsible for the planning and approval of the project-specific part. Fora and seminars are described in more detail in the Programme Description.

The Programme Description stipulates more detailed requirements concerning what can be approved as a completed mandatory part of the Programme. After fora and seminars under its auspices, the Steering Committee shall report approved participation by each research fellow to the institution. The institution shall approve completion of the project-specific part. A description of completed mandatory parts must be documented upon application for final assessment. Upon applying, the institution shall submit a recommendation to the Steering Committee as to whether the mandatory part can be approved.

Section 8.2 Affiliation to an academic environment

Three-year research fellowship projects do not entail any formal teaching obligations in the mandatory part, but research fellows are expected to contribute to the institution's academic environment over the three-year period through activities that are relevant to the research fellowship project, for example by organising or taking part in relevant

seminars, workshops including students, supervision of students with related projects, dissemination etc. The institution and supervisor must follow up that this contact with the academic environment is planned and attended to.

Section 8.3 Research fellows' rights during leaves of absence

During their leave of absence, research fellows who are on parental leave from their studies can nevertheless attend classes and courses that will be included in the mandatory part of their programme in accordance with the Act relating to National Insurance (the National Insurance Act) Chapter 14, Section 14-10 fourth paragraph, and the Norwegian Labour and Welfare Administration's (NAV) circular on Section 14-10 fourth paragraph of 18 December 2006, most recently amended on 30 June 2009.

Section 9 Reporting

The institution's system for quality assurance of participation in the Research Fellowship Programme must contain measures to detect and remedy lack of progress in the project and the mandatory part of the programme and any shortcomings in the supervision.

The research fellows and supervisors are equally responsible for reporting to the institution. The system shall normally entail separate annual reports by the research fellow and supervisors, and shall be designed in such a way as to avoid dual reporting. Lacking or inadequate reporting of progress by the research fellow can result in involuntary termination before the end of the contract period, see Section 5.5. Supervisors who fail to follow up their reporting duty can be relieved of their responsibilities as supervisors. If necessary, the institution can request special reporting.

The institutions report on the research fellows' progress in annual reports to the Steering Committee. The Steering Committee produces a template for the institutions' annual report, stipulating requirements for the content of the reports.

Section 10 The project

The project should contribute to developing new insight, knowledge and/or experience. The project should be an independent body of work of a high standard with respect to originality, expression, coherence and communication of results. The project shall be of national and international relevance to the subject area.

Material that communicates the reflection involved in the work shall be submitted as part of the artistic result.

The artistic result should be a free-standing, independent body of work, consisting of one or more parts, or a collection of pieces that together make up a whole. Normally, only work produced during the programme period will be included, but an exception may be made to allow inclusion of work produced before admission if this was presented in the project description. If the project consists of several smaller works, a description of how they relate to each other must be included. The artistic result must be presented in public, cf. Section 18.

Reflection is part of the artistic work. Material shall be submitted that communicates this reflection, particularly in relation to:

- the process (artistic choices and turning points, theory applied, dialogue with various networks and professional environments etc.);
- the research fellow's personal artistic position/work in relation to the chosen subject area nationally and internationally;

- how the project contributes to professional development of the subject area, including any artistic innovations.

It is up to the research fellows themselves to select the medium and form in which to submit material that communicates the reflection aspect of the work and any other documentation. The institution decides which languages can be used for the reflection and documentation.

The institution decides whether a work produced by several people in cooperation can be submitted for assessment provided that the individual contributions can be identified. Works that include contributions from several people must be accompanied by a signed declaration describing the research fellow's contribution to the individual works.

Section 11 Duty to give notification of results with a potential for commercial utilisation

The allocation of rights between cooperating institutions must be regulated by a contract.

The regulations in force at all times at the employer institution shall form the basis for determining what duty of notification applies to research fellows employed by the institution as regards results with commercial potential achieved during the employment relationship.

PART IV COMPLETION

Section 12 Assessment

An application to present a project for assessment must be submitted to the institution no later than five months before the presentation of the artistic result. It is a precondition that the main supervisor recommends the final assessment. The research fellow must have completed the mandatory part of the Programme before the project can be approved for final assessment. The institution assesses whether these requirements have been met. The project can only be submitted for assessment at one institution.

The institution must endeavour to ensure that the time from application for final assessment to the Viva Voce is as short as possible.

The main supervisor is responsible for notifying the responsible entity at the institution that registration is imminent so that the necessary preparations can be initiated.

Section 13 Application for final assessment

Section 13.1 Application for final assessment of the project

The application is submitted by the research fellow, and it must include an account of how the mandatory parts of the Programme have been completed and of what will form the basis for the assessment:

- a plan for where, when and how the artistic result is to be publicly presented
- the forms in which material communicating the reflection of the work will be submitted
- which language will be used in the reflection
- a declaration stating whether the project is being submitted for assessment for the first or second time
- a declaration stating that the project has not been submitted for assessment at another institution

- a plan for publication and archiving.

A written recommendation from the main supervisor must be enclosed with the application.

Section 13.2 Processing of applications

The institution processes applications for the assessment of projects and decides whether the applications meet the requirements, if and when the project will be assessed, and an approximate time for the Viva Voce. Applications that do not meet the requirements in Section 13.1 shall be rejected.

The institution can reject an application for the assessment of a project if it is obvious that the project is not of sufficient quality and will not be approved by a committee. If this entails involuntary termination, the case must be forwarded to the Steering Committee.

Section 14 Appointment of an assessment committee

Once an institution has approved an application for final assessment, the institution submits a proposal for the composition of the assessment committee to the Steering Committee.

The committee shall consist of at least three members. The impartiality provisions in the Public Administration Act Section 6 apply to the committee members. The assessment committee shall normally be composed in such a manner that:

- both genders are represented
- all members have associate professor competence in a relevant subject area or undoubtedly have equivalent competence
- no more than one of the committee members can be affiliated to the institution at which the candidate is employed
- if possible, one of the committee members should be from a relevant artistic institution abroad.

One committee member is appointed as chair of the committee. The institution shall also appoint a coordinator/secretary for the committee.

Appointed supervisors and others who have contributed to the project cannot be members of the assessment committee, nor administer it.

The institution can, when necessary, propose that the Steering Committee appoint a stand-in for a member of the assessment committee.

The research fellow shall be informed of the proposed composition of the assessment committee, and he/she is entitled to submit comments in writing within one week of being informed of the proposed composition of the committee.

The institution shall state its grounds for the composition of the committee and show how, together, it covers the project's subject area. Special grounds must be given in the event of deviation from the criteria.

The Steering Committee must approve the proposed assessment committee before the institution appoints it.

Section 15 The assessment committee's work

The committee shall receive:

- the current project description
- an account of what is to form the basis for the assessment, cf. Section 13.1
- the guidelines for the Research Fellowship Programme.

The material shall be available to the committee no later than four weeks before the public presentation of the artistic result.

Before the assessment committee begins its work, the institution shall, at a meeting with the committee, review the Research Fellowship Programme's objective and profile, and the assessment committee's responsibilities and duties.

The whole assessment committee shall be present at the public presentation of the artistic result.

The artistic result and the material that communicates the reflection aspect shall be assessed together as a project. There are two alternatives for the submission of material communicating the reflection:

- a) If the research fellow wishes the committee to have access to the material communicating the reflection before the presentation of the artistic result, the committee must have received this material at least four (4) weeks before the presentation.
- b) If the research fellow wishes to finalise the material communicating the reflection after the public presentation of the artistic result, this material must be available to the committee no later than two (2) months after the presentation.

The committee shall evaluate whether the project meets the assessment criteria set out in Section 10. Normally, the Viva Voce shall take place no more than five (5) months after the research fellow has submitted the material communicating the reflection.

Section 15.1 Obtaining supplementary information

The assessment committee can request the supervisor to give the committee an account of the supervision and work on the project.

Section 15.2 Elaboration of material that communicates the reflection of the work

On the basis of the submitted project, the assessment committee can recommend that the institution permit some minor elaboration of the material communicating the reflection before the committee submits its final recommendation. The committee shall provide a concrete written overview of the points that the candidate needs to further develop.

If the institution permits some minor elaboration, a deadline shall be set for such elaboration, and it shall normally not exceed three (3) months. The possibility of requesting elaboration of the material communicating the reflection may only be used once. In addition, a new deadline must be set for submission of the committee's final recommendation. The institution's decision pursuant to this section cannot be appealed by the candidate.

Section 15.3 The assessment committee's recommendation

The assessment committee submits a recommendation stating whether the project is worthy of a public defence in a Viva Voce.

The assessment committee shall submit a joint reasoned recommendation based on the final assessment. The committee shall organise its recommendation in such a manner that

each of the criteria set out in Section 10 is mentioned and that all parts of the basis for assessment as described in the application for final assessment are discussed. The recommendation itself should be discursive in form, ending with a clear conclusion as to whether or not the project should be approved. Any dissent and/or individual statements from members of the committee shall be included in the recommendation, and grounds must be given for them. The assessment committee shall address its recommendation to the institution.

If the committee finds that extensive changes to the project are necessary before the work can be recommended for a Viva Voce, the committee shall reject the project.

The assessment committee's recommendation shall be available no later than two (2) months after the research fellow has submitted all material for assessment. If the committee permits revision of the documentation, a new deadline will run from the date on which it is resubmitted.

In cases where the artistic result is presented before the reflection material is submitted (alternative b), the assessment committee can reject the artistic result if it finds there to be no doubt that the project will not meet the requirements set out in Section 10. A recommendation to this effect must be unanimous and must be submitted within six days. This recommendation will then constitute the committee's final recommendation.

Section 16 The Steering Committee and the institution's consideration of the assessment committee's recommendation

The institution shall forward the assessment committee's recommendation to the research fellow, who will be given a deadline of ten (10) working days to submit written comments on the recommendation. If the research fellow does not wish to submit any written comments, the institution should be notified of this as soon as possible.

Any comments from the research fellow shall be addressed to the institution.

The institution forwards the assessment committee's recommendation to the Steering Committee with its own recommendation.

Section 16.1 Unanimous recommendation

If the committee submits a unanimous recommendation and the institution finds that it can base its recommendation to the Steering Committee on this unanimous recommendation, the institution shall submit a recommendation in line with the unanimous recommendation.

If the institution finds that there are grounds for doubt as to whether to accept the committee's unanimous recommendation, the institution shall seek further clarification from the assessment committee and/or appoint two new experts to submit individual statements about the project. Such supplementary statements or individual statements shall be presented to the research fellow, who will be given an opportunity to comment. If both the new experts endorse the committee's original recommendation, this recommendation shall be accepted.

The institution submits a recommendation (approved/not approved) in the case to the Steering Committee on the basis of the recommendation and the statements obtained.

Section 16.2 Split recommendation

If the committee submits a split recommendation and the institution finds that it can base its recommendation to the Steering Committee on the statements of the majority, the institution shall submit a nomination in line with the majority recommendation.

If the committee submits a split recommendation and the institution is considering whether to base its recommendation to the Steering Committee on the statements of the minority, the institution can seek further clarification from the assessment committee and/or appoint two new experts to submit individual statements about the project. Such supplementary statements or individual statements shall be forwarded to the research fellow, who will be given an opportunity to comment. If both the new experts endorse the majority recommendation in the committee's original recommendation, this recommendation shall be accepted.

Section 16.3 Final decision

The Steering Committee shall, based on the assessment committee's final recommendation and the institution's nomination, make a final recommendation to the institution with respect to the approval or non-approval of the project.

The institution makes the final decision on approval. The institution's final decision must be in accordance with the Steering Committee's final recommendation. The research fellow shall be informed about the institution's decision as soon as possible.

The Viva Voce cannot be held until the Steering Committee has considered the assessment committee's recommendation and submitted a recommendation to the institution to approve the project.

Section 17 Resubmission / reassessment

A project that has not been approved by an institution can at the earliest be assessed six (6) months at the institution's decision of non-approval. Only one new assessment is permitted. The final deadline for submitting an application for renewed application for final assessment is two years after a final decision by the institution of non-approval was first made.

The same assessment committee should preferably be used if the candidate is registering for final assessment for the second time. If this is not possible, up to two of the committee members may be replaced, but at least one of the committee members must always be reappointed.

On resubmission, the research fellow should always state that the project has been evaluated before and was not found worthy of a public defence.

Section 18 Publishing and archiving the project results

The artistic result shall be presented in public. The artistic result shall be documented in a permanent format.

Material that communicates reflection and any other material on which the assessment is based, cf. Section 10, shall be available to the public no less than two weeks before the Viva Voce. The research fellow shall also submit a brief project summary in English or in one of the Scandinavian languages.

When the project is published, candidates must comply with the applicable guidelines for crediting programmes and institutions.

The institution is obliged to archive the research fellow's work and make it available in its own archive, and to contribute to the work being archived in PKU's institutional archive.

Section 19 Public defence (Viva Voce)

The Viva Voce must take place two months at the latest after the Steering Committee recommended the institution to approve the project.

The Viva Voce is a public event and shall be properly announced to relevant academic environments by the institutions locally and nationally well in advance of the event and in an expedient manner. The time and place must be announced at least ten (10) working days before the Viva Voce is held. The Viva Voce shall be held in a Scandinavian language or English unless the institution, at the assessment committee's proposal, approves another language.

The whole assessment committee should be present at the Viva Voce, and at least two members must be present.

The assessment committee submits a recommendation to the institution about whether or not the Viva Voce is approved. The conclusion will be announced to the research fellow and the institution, if possible while the audience is still present.

Section 20 Approval of Viva Voce

The institution makes the final decision concerning approval of the Viva Voce based on the assessment committee's recommendation. The Steering Committee is informed of the decision.

If the institution does not approve the Viva Voce, the research fellow can publicly defend the project one more time. A new Viva Voce can be held after six (6) months at the earliest, and, if possible, the same assessment committee as for the original assessment should be used.

Section 21 Confirmation and diploma

Once the institution has informed the Steering Committee that the Viva Voce has been approved, the Steering Committee will issue confirmation of approval of the project. This confirmation shall state that the Research Fellowship Programme is comparable to a PhD, and that the research fellow's work is therefore at the highest level of formal education in artistic research in Norway.

The institution shall issue a diploma using its own graphic profile. The institution can use the confirmation issued by the Steering Committee as a diploma supplement.

Section 22 Diploma supplement

The confirmation issued by the Steering Committee shall have a supplement to which reference is made on the main page, confirming that the research fellow's work has been approved under the Research Fellowship Programme. The supplement shall confirm that completion of the programme confers competence at associate professor level in Norway. The supplement shall be in Norwegian and English.

The confirmation and its supplement can be used as supplement to the institution's diploma.

PART V APPEALS, ENTRY INTO FORCE AND TRANSITIONAL RULES

Section 23 Appeals

Section 23.1 Appeals against decisions made by the Steering Committee

On 1 March 2007, the Ministry of Education and Research adopted the Regulations on Right of Appeal under the Norwegian Artistic Research Fellowship Programme:

- (1) The following decisions are deemed to be individual decisions pursuant to the Norwegian Public Administration Act Section 2 first paragraph letter b:
 - a) rejections of applications for admission to the Norwegian Artistic Research Fellowship Programme;
 - b) refusal of approval of the mandatory part of the programme;
 - c) decisions that a candidate's participation in the programme must be terminated because the progress of the project is unsatisfactory;
 - d) the Steering Committee's recommendation concerning and approval of candidates for submission to an assessment committee;
 - e) the assessment committee's decision on the assessment of whether or not a project should be approved.
- (2) Only persons to whom a decision is directed can appeal against individual decisions pursuant to the first paragraph. The appellate body is the appeals committee at Bergen Academy of Art and Design. Artistic/academic assessments in connection with this type of decision cannot be appealed.
- (3) Appeals must be submitted in writing within three weeks of the date when the applicant/candidate became aware or should have become aware of the circumstances on which the appeal is based.

Section 23.2 Appeals against decisions made by institutions

The institutions make decisions about which applications to submit to the Steering Committee, see Section 5. These decisions are deemed to be individual decisions. Appeals against decisions made by an institution during the initial phase of the admissions process must be addressed to that institution's appeals committee.

Section 24 Entry into force

These guidelines enter into force with immediate effect.

These guidelines replace the Regulations *adopted by the Steering Committee at its meeting on 8 September 2008 and adjusted by authority on 2 September 2010.*

Section 25 Transitional rules
