

PROGRAMME FOR RESEARCH FELLOWSHIPS IN THE ARTS

PROCEDURE FOR FINAL APPRAISALS

Endorsed by the steering committee on 11 September 2006.

The procedure, which will form the basis for the approach to be taken by candidates for the Programme for Research Fellowships in the Arts and for the final appraisal of candidates, is divided into seven main parts:

- Registration procedure;
- The material to be made available for appraisal;
- Appointment of the appraisal committee;
- The appraisal committee's work and recommendation;
- Reference to the appeal provisions in the regulations;
- Consideration of the recommendation;
- Issuing of diplomas.

In addition, a standard template has been drawn up for the conducting of oral reviews.

By and large the procedure shall provide a sufficient basis for carrying out a final appraisal, and the reproduction of provisions in the regulations is in accordance with the endorsed revised version of the same date. It will nonetheless be expedient if the appraisal committee and other bodies considering candidates have familiarised themselves with the actual regulations for the programme. All references to sections (§) refer to the provisions in the regulations, while the chapter references refer to this procedure.

1. REGISTRATION

1.1. FINAL DATE FOR REGISTRATION

Applications for presentation for appraisal shall be addressed to the steering committee nine months at the latest before the appraisal is scheduled to take place. Applications shall contain an overview of all planned documentation, documentation that the compulsory part of the programme has been completed and a written recommendation from the supervisors.

1.2. PRECONDITIONS FOR REGISTRATION

Section 5.2 of the regulations stipulates requirements that have a direct bearing on whether a candidate can be accepted for final appraisal:

- During the programme period the candidate shall present and have his/her project work discussed at project seminars.
- As part of the compulsory programme, the research fellow shall hold seminars or teach/ lecture on topics related to his/her own project, thereby gaining training in academic communication.
- Everyone who is admitted to the programme must complete the compulsory part. Documentation is required that the research fellow has acquired the necessary specialist knowledge.

It is the steering committee itself which will consider whether these requirements are satisfied, and the steering committee shall only accept the registration of candidates who satisfy these requirements, cf. sub-chapter 1.3 on how candidates are to register for final appraisal. Registered active participation in at least 80 per cent of the programme is a requirement for completion of the compulsory common programme.

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1.3. CONTENT OF APPLICATIONS AND APPENDICES

Applications shall contain:

- A project summary of one to two pages, enhancing the project's artistic focus and main issues, how the final results are planned to be publicly presented, references to relevant discursive fields and in which ways this project contributes to new artistic developments;
- An account of what is to form the basis for the appraisal pursuant to section 7 a) and b);
- An account of how the compulsory parts of the programme have been completed;
- A proposal for where and in what way the final artistic result is to be publicly presented;
- A proposal for the date of the appraisal (public presentation of the final artistic result, completion of the documentation material, and an oral review).

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

A statement from the institution concerning the following shall be enclosed with the application:

- A brief assessment by the institution of whether the candidate will be ready for appraisal on the stipulated date;
- Whether the institution endorses the proposal for public presentation and what has been done to facilitate it;
- A reasoned proposal of candidates for an appraisal committee (including CVs for the proposed experts) stating whether the experts will be available on the date in question.

On the basis of the application, the steering committee shall decide whether and when an appraisal will take place, with respect to both the public presentation of the final result and the date for the oral review.

2. BASIS FOR THE FINAL APPRAISAL

2.1. MAIN ELEMENTS OF THE APPRAISAL

Pursuant to section 7 of the regulations, completion of the programme shall be approved on the basis of the following:

- a) The artistic result;
- b) Documentation/presentation of the work process and comments on the process and results evaluated in relation to the revised project description, cf. section 5.5, second paragraph
- c) An oral review of the project by the candidate and the appraisal committee.

The basis of the appraisal shall be taken in the revised project description and – if applicable - later adjustments endorsed by the steering committee.

Section 6 of the regulations stipulates what is to be documented under the different items.

2.2. THE ARTISTIC PROJECT/WORK OF ART

The artistic project must be an independent work of art at a high international level with respect to the problems addressed, methods, documentation, form of communication and result. The work must contribute to producing new insight, knowledge and/or experience.

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The work of art must be a free-standing piece of work, or consist of several parts, or be 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 in the documentation of work produced before admission if this was an assumption in the project description.

Part of a joint work of art – or the artistic part of a joint work that is a combination of artistic and scientific work – may be accepted for appraisal provided that it represents an independent contribution that can be identified to the extent necessary for appraisal. In such cases, declarations must be obtained from the other contributors and others who have followed the work to enable the research fellow's contribution to be identified.

The work of art shall be presented in public as part of the final appraisal of the research fellow. If the project is presented in public in the form of concert(s), exhibition(s), performance(s) or similar documentation of a non-permanent nature, documentation of a permanent nature must be produced, such as audio/ video recordings, photographic documentation, instructions for reconstruction (for instance of exhibitions) etc.

The forms of documentation to be employed shall be indicated in the project description; see however the regulations, section 5.1, second paragraph and section 2.4, final paragraph.

2.3. DOCUMENTATION OF THE PROCESS AND CRITICAL REFLECTION

In addition to the artistic result of the work, the research fellow must submit documentation/ a presentation of his/her work process and comment on the process and result seen in relation to the artistic project, the problems described in the project description and relevant academic discourse, cf. section 7, letter b. This part of the documentation shall normally be in writing and shall be publicly available.

2.4. ORAL REVIEW¹

The oral review shall be carried out on the basis of the total material presented under a) and b). The review may be conducted in direct conjunction with the public presentation of the artistic result provided that the documentation relating to a) and b) is available in its entirety at that time. Alternatively, this material shall be available two months at the latest after the public presentation, and the oral review shall be conducted one month at the latest after that.

The oral review shall be open to relevant academic milieus and it shall be announced by the institution in a manner that ensures that this is the case.

2.5. TRANSLATION

It is the institution's responsibility to ensure that relevant parts of the material - if necessary for appraisal purposes - are available in English. Application can be made to the steering committee for partial coverage of such translation costs.

¹ The part of the basis for the appraisal (item c) relating to the oral review is not discussed in more detail in the regulations.

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3. THE APPRAISAL COMMITTEE

3.1. APPOINTMENT OF AN APPRAISAL COMMITTEE

The institution shall appoint an expert appraisal committee for the final appraisal, cf. section 8, in consultation with the steering committee. Members of the appraisal committee must be approved by the steering committee before they can be appointed. The institution is responsible for entering into employment contracts with the members.

The committee shall consist of at least three members. No more than one of the committee members may be attached to the institution at which the research fellow is employed. One of the committee members should, if possible, be from a foreign educational institution. If possible, both genders should be represented. Members must as a minimum have qualifications corresponding to associate professor level, or equivalent.

The rules in section 6 ff of the Public Administration Act concerning impartiality apply to the committee's members, cf. section 10 of the Act. Neither a member of the steering committee nor an appointed supervisor may be a member of the appraisal committee. However, if desirable, a supervisor can be called on to attend meetings of the appraisal committee in order to give an account of the supervision and the work on the project. The research fellow shall be informed of the composition of the appraisal committee.

3.2. CHAIR OF THE COMMITTEE AND THE COORDINATOR/ SECRETARY

The institution shall appoint one of the members as chair of the committee. The institution shall also appoint an employee of the institution as coordinator/ secretary for the committee's work.

4. THE COMMITTEE'S WORK AND RECOMMENDATION

4.1. THE BASIS FOR THE APPRAISAL

The basis for the final appraisal is apparent from the objective for the whole programme as formulated in section 1 of the regulations:

The national Programme for Research Fellowships in the Arts shall qualify participants for work in the arts and for other work in the community that requires a high degree of artistic competence and insight. The objective of the programme shall be to produce an independent work of art at a high international level. The research fellow shall also study theory and method in depth in order to acquire greater depth and breadth of knowledge in his/her own field, while at the same time putting the discipline in a broader context.

4.2. COMMITTEE MEETING FOLLOWING THE PUBLIC PRESENTATION

The full committee shall meet with the secretary immediately after (in prolongation of) the public presentation of the artistic result. On the basis of the presentation's artistic quality, cf. section 6, compared with the candidate's revised project description, the committee *may* decide that the project is not approved and that the process shall not proceed. Such decision must be unanimous. In such case, the grounds for the decision must be stated in a recommendation in which the project is appraised pursuant to the stipulated appraisal criteria for the artistic project. This recommendation must be available six days after the public presentation. The following provisions relating to procedures for considering the committee's recommendation apply correspondingly in such cases

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4.3. THE APPRAISAL COMMITTEE'S ORDINARY WORK

The appraisal committee shall jointly make a recommendation on the basis of the final appraisal pursuant to sections 1, 6 and 7 of the regulations after the oral review has been carried out, cf. sub-chapter 2.4. The recommendation shall contain a discussion of each of the three elements of the basis for appraisal (section 7 a, b, and c) in accordance with the guidelines described in each of the following sub-chapters compared with the revised project description including later endorsed adjustments.

The recommendation itself should be discursive in form, ending with a clear conclusion as to whether the project should or should not be approved.

4.3.1. The artistic project/work

The appraisal committee shall – on the basis of the revised project description – *make special mention of* the artistic project as it is presented to the committee in the public presentation and other documentation.

The committee shall *evaluate* whether the project has resulted in an independent work of art of high international level with respect to:

- Problems addressed;
- Methods;
- Documentation;
- Form of communication;
- The result.

The committee shall *appraise* whether the work contributes to the development of new insight, knowledge and/or experience.

4.3.2. Documentation of and comments on the work process and result

The committee shall *make special mention of* the documentation forms chosen.

The committee shall *evaluate* the documentation of – and the comments on – the work process and the result in relation to whether they:

- Have employed a relevant form in relation to the artistic project;
- Address relevant academic discourse;
- Contribute to critical reflection in the discipline.

4.3.3. The oral review

The committee shall – by conducting a discussion about the project with the candidate in accordance with sub-chapter 2.4 – *evaluate* whether the oral review supports the results from the other two parts of the appraisal.

A standard for the conducting of oral reviews has been prepared as an appendix to this procedure.

4.4. THE COMMITTEE'S RECOMMENDATION

Normally, the committee will deliver its reasoned recommendation as to whether the overall final result pursuant to section 7 can be approved within one month of the oral review, with individual opinions attached if applicable.

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Grounds shall be stated for any dissenting votes on the recommendation. The committee can require that supplementary or clarificatory additional information be provided. The committee's recommendation shall draw a conclusion as to whether, taken together, the artistic project and documentation are approved or not approved.

The appraisal committee's recommendation shall be addressed to the institution.

5. CONSIDERATION OF THE RECOMMENDATION

The institution shall send the appraisal committee's recommendation to the candidate as soon as possible. The candidate will be given at least one week to submit written comments on the recommendation.

If the candidate's comments can have a bearing on the question of whether or not the project can be approved, the comments should be presented to the appraisal committee before the case is sent to the steering committee.

The steering committee shall – on the basis of the appraisal committee's final recommendation – make a recommendation to the institution with respect to the approval or non-approval of the project. The steering committee can request the appraisal committee to elaborate on its appraisal before making its recommendation or, if applicable, require that a new appraisal committee be appointed.

The institution makes the final decision concerning approval. A decision on approval may not be made that is not in accordance with the steering committee's recommendation. The candidate and the steering committee shall be informed about the institution's decision as soon as possible.

In the case of non-approval of a project, the candidate can present him/herself for a new appraisal six months at the earliest after the final decision was made not to approve the project. Only one new appraisal is permitted.

6. APPEALS

The provisions relating to appeals are stated in section 10 of the regulations.

7. DIPLOMA

If the appraisal committee has recommended approval of the project and the steering committee has made a corresponding recommendation, the institution shall issue a certificate of approval, which will be called a diploma. The institution draws up and signs the diploma. It shall be clear from the front page of the diploma that the research fellowship programme is on a par with a doctorate and that the candidate's work therefore maintains the highest artistic level, and that, in the Norwegian context, it confers associate professor competence.

The diploma shall have an additional section referred to on the diploma's front page. The additional section shall confirm that the candidate's work has been approved pursuant to the research fellowship programme. The additional section shall be in Norwegian and English and be signed by the head of the programme and the secretary for the programme.

A separate supplement shall contain a brief description of the programme. The supplement shall be produced in accordance with the European Commission's guidelines for Diploma Supplements.

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In terms of graphic design, the diploma shall be adapted to the profile of the individual institution. The steering committee shall draft the text on the diploma and the additional section, which must be finally approved by the Ministry.

Bergen, 11 September 2006.

Siri Meyer (s.)
Steering Group Chair

Johan A. Haarberg
Director General KHiB

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STANDARD PROCEDURE FOR ORAL REVIEWS

Oral reviews shall be open to relevant academic milieus and they shall be announced by the institution in a manner that ensures that this is the case. The institution should also produce an invitation to the event.

It is the institution that hosts the event and that appoints a representative of the institution to chair the event. The event shall take place in a dignified form and it should not last for more than 2 – 2½ hours.

The review commences with a presentation of the project. The presentation is either given by the candidate him/herself or by a member of the appraisal committee. The presentation should take maximum 45 minutes. If a member of the appraisal committee gives the presentation, the candidate shall be given an opportunity to comment on it immediately afterwards.

Following a break, a discussion about the project, the result and the documentation presented will be held between the appraisal committee and the candidate. The chair of the appraisal committee is responsible for conducting this discussion.

Once the discussion has been concluded, there shall be an opportunity for questions from the floor. This should not take more than 15 minutes.

The chair of the event shall bring the event to a close by stating that the project is deemed to have been adequately elucidated and that the appraisal committee's recommendation and conclusion will be available by the agreed date (one month at the latest after the review).

Bergen, 11 September 2006.

Johan A. Haarberg
Director General KHiB