

DISSEMINATION OF INFORMATION CONCERNING NEW PhDs AWARDED BY THE UNIVERSITY OF AGDER

Objective

The guidelines listed below provide a brief description of the procedures for the dissemination of information concerning new PhDs awarded by the University of Agder. PhD work forms an important part of the university college's research activities. The objective of the procedures is to strengthen the dissemination of research results and ensure a uniform presentation of such information.

1. Each faculty's responsibilities

Each faculty is responsible for providing its PhD candidates with information about the procedures for the publication of PhD dissertations. Guidelines, examples of press releases and a press release template should be forwarded to the PhD candidate as soon as his/her dissertation has been approved.

The faculty is responsible for announcing the publication of the dissertation. **A press release shall be available prior to the publication of the dissertation.**

The faculty is responsible for quality assurance of the proposed press release, and for ensuring that the press release contains the information listed under section 2. The proposal should be submitted to the Information Office (*Informasjonstjenesten*) via e-mail (Ukenytt@uia.no) no later than two weeks prior to publication.

2. The PhD candidate's responsibilities

The PhD candidate shall, well in advance of, and no later than two weeks prior to, the publication date for the dissertation submit to the faculty a proposal for a press release drawn up in accordance with a template forwarded by the faculty to the PhD candidate. The candidate should also be provided with examples of previous press releases.

The proposal for a press release shall include:

1. Suggested title of the press release (2-6 words).
2. Brief captivating summary of the dissertation (approx. 15-20 lines). Special terminology should be avoided – **the summary must be written in a language that the ordinary reader can understand.**
3. Personal information.
4. Name of contact person(s): the PhD candidate, phone no. (work/home/mobile), e-mail address.
5. The PhD candidate should submit two photos of him/herself or make an appointment with the Information Office (e-mail: ukenytt@uia.no) for having a photo taken.

3. The Information Office's responsibilities

The overall responsibility for contact with the media rests with the Information Office, which is also responsible for the final wording of the press release, on consultation with the PhD candidate or the supervisor in the event that a revision of the text is required.

Press releases will be published on the University of Agder's web site *Ukenytt* and will be released 3-4 days prior to the date of the disputation. Press releases will always be sent to the

Norwegian dailies of *Fædrelandsvennen*, *Agderposten* and *Aftenposten*, and to newspapers suggested by the PhD candate. In addition, press releases will be forwarded to dailies, radio broadcasting and television companies, journals and weekly magazines in accordance with specific information ciriteria, and to Norwegian universities and colleges.

For dissertations of particular interest, the Information Office will use its contacts in the media in order to give the project as much publicity as possible. In such cases, the PhD candidate will be contacted.