

## Routines for finishing a PhD at the Department of Physics

### Appointment of assessment committee

NTNU's PhD regulations contain rules for appointment of the assessment committee.

The main supervisor proposes an assessment committee. The form "Oppnevning av bedømmelseskomite – dr.disputas» found at <https://www.ntnu.edu/nv/phd/forms> should be used. The department recommends the committee, and the faculty appoints it.

The composition of the assessment committee should in general be such that:

- both genders are represented;
- at least two of the members are from outside NTNU;
- the main position of at least one member is at an institution outside Norway;
- all the members hold doctoral degrees or equivalent qualifications.

If these criteria are not met, an explanation stating the reasons must be provided.

At the Department of Physics, the internal NTNU committee member usually is the administrator of the committee.

Concerning competence and impartiality, every member (also the administrator) must evaluate their own qualifications and possible partiality. The department runs a check on possible partialities of all the committee members. The proposed committee members must have accepted the task before the proposition is sent to the department.

### Submitting the thesis

#### Approval of organized academic training

Before submitting the thesis, the student must have completed all planned organized academic training. The student gets a transcript of records from consultant Bjørn Syvertsen at the department.

#### Application for assessment of the thesis

<https://www.ntnu.edu/nv/phd/forms>

The student applies for assessment of the thesis approximately 3 months before the planned date of the public defense. The student sends the application to the Department of physics.

Attachments to the application:

1. 1 stapled copy of the thesis. See the thesis requirements at [Regulations concerning the philosophiae doctor degree \(PhD\) at NTNU](#), section 10. The layout of this copy should be as close as possible to the final printed version, so that differences in page numbering will be minimal.
2. A memory stick with a pdf copy of the thesis.
3. A statement from all co-authors in the scientific publications of the thesis. See the form at <https://www.ntnu.edu/nv/phd/forms>
4. Documentation that the required coursework/organized academic training is completed (a transcript of records).

### Assessment of PhD thesis

The department processes the application for assessment.

The PhD student sends her/his thesis to the main advisor, who forwards it to the committee administrator. The student should not be in communication with the committee members. The administrator sends the thesis by email to the other committee members. If any of the committee members asks for a paper copy, the administrator will send it by mail.

### **Administrator's role and responsibilities**

- Coordinate the committee's assessment of the thesis.
- Make sure the deadlines are met.
- Clarify the committee members' role at the public defense, see "Guidelines for the Assessment of Candidates for Norwegian Doctoral Degrees."
- Submit the committee's assessment of the thesis no later than 5 weeks before the planned date of the public defense.
- Send the subject for the public trial lecture to the department no later than 3 weeks before the planned defense.
- Contact the department's orderer for booking of hotel rooms.
- Inform the department's orderer how many there will be for lunch on the day of the defense (supervisors, assessment committee and PhD condiate(optinal)).
- At department of physics, the administrator acts as the chairman for the defense on behalf of the dean.

### **Printing and publishing**

The PhD student and supervisor decide how many copies of the thesis there will be printed. The PhD student has to supply 9 copies of the thesis to the department:

- 7 copies for the National Library in Mo i Rana;
- 1 copy for the NTNU Natural Sciences library;
- 1 copy for the department.

Normally, the PhD thesis should be made public no later than 3 weeks before the public defense. To meet this deadline, the department sends the printed version of the thesis that the candidate submitted when applying for assessment, to the NTNU Natural Sciences library.

The PhD student orders the printing of the thesis. The costs are covered by the student's project. For questions concerning the ordering of the printing, contact the department's orderer. For more information see "Printing your thesis", <https://innsida.ntnu.no/wiki/-/wiki/English/Printing+your+thesis>

### **Public defense of PhD thesis**

#### **Arrangement of defense**

The public defense marks the completion of a researcher's education. At the same time it is an occasion to share the university's research with the public. For the university it is thus important to perform the public defense with dignity.

## **Room**

As soon as the date for the defense is decided, the department orders a room for the trial lecture and public defense. Preferably the "Disputasrommet" (public defense room) in the main building. If the candidate prefers another specific room, she/he has to contact the department. If we are late it may be difficult to find a suitable room.

The department also orders:

- flowers (the department's gift to the candidate);
- lunch for the supervisors and the assessment committee.

## **Dress code**

The candidate and the members of the assessment committee are expected to be well dressed. At the Department of Physics, the committee administrator is also chairing the trial lecture and the public defense. The administrator may use the dean's gown if wanted. If so, contact Anne Sæther at the NV faculty administration to book the gown.

## **Ceremony**

It is optional to enter the room for the trial lecture and the defence in a procession. Most common is to do this only for the defense. The audience rises when the procession enters the room.

Order of procession:

Chair of the defense/administrator, first opponent, second opponent, candidate. The chair goes to the speaker's platform, the committee members to their table, and the candidate sits down on the first row in the audience.

Order of procession out of the room, opposite order:

The chair/administrator, candidate, second opponent, first opponent.

## **Duties of the chair of the defense**

At the Department of Physics, the committee administrator act as the chair the defense on behalf of the dean. The department provides the chair with a protocol for the trial lecture and the defense.

## **Informal celebration**

Directly after the defense, there can be an informal celebration in the lunchroom D5-175. The department asks whether or not the candidate wants this celebration, and whether the candidate will serve alcoholic drinks. In case alcoholic drinks will be served, the department will apply to the faculty for permission. The department orders cake. The candidate has to bring all drinks, including soft drinks. The candidate's section is responsible for the arrangement, and all the candidate's family and friends are welcome.

## **PhD dinner**

Traditionally, the candidate invites the committee members and supervisors for a dinner in the evening on the day of the defense. If wanted, the candidate can also invite family and friends. Some candidates prefer to have a lunch or more informal celebration in the evening instead.

The candidate should organize the dinner. The candidate can apply to the department for a subsidy for this dinner, up to NOK 9.576 (2017). Ask orderer Tone Sanne or head of office Aud Lise Kulseth

about this, and do not forget to get a requisition. When this requisition has been used, the supplier (restaurant) will send an invoice (up to NOK 9.576) to NTNU.

#### **Tax deduction for PhD dinner**

Some expenses related to a PhD defense at Norwegian universities have reduced tax, according to the Norwegian tax law. This includes printing costs, travel costs related to the defense, and the dinner served to the committee and supervisors. The costs of the dinner for family and friends are not eligible for reduced tax. For more information, see <http://www.skatteetaten.no/en/person/>

Any questions? Ask consultant Bjørn Syvertsen at the department, [bjorn.syvertsen@ntnu.no](mailto:bjorn.syvertsen@ntnu.no), phone 73550860, room D5-170.