

Digital conduction of trial lecture and defence

A template suggesting agenda and information to be given by the administrator.

This is based on the memo: “Spesifisering av retningslinjer for digital doktorgradsprøve ved IE fakultetet under koronavirusutbruddet”, and it is assumed that at least the opponents and some from the public are connected via two-way communication.

Some practise questions to the trial lecture from the assessment committee members. For a digital conduction, we recommend not to include this option.

Be particularly aware that the opponents, and anyone else that are not present physically, have to speak to be seen by others.

Optional committee premeeting

(To be held in addition to or in combination with the meeting for testing the digital communication system.)

Since the trial lecture has been uploaded earlier, the committee members may agree to have a premeeting to discuss it and prepare for the text to be included in the “PhD Result” document (point 5. Assessment of the trial lecture). If the trial lecture in addition is presented online, they may adjust their assessment after the online presentation.

At this premeeting, the committee may also prepare for the text of the final assessment of the thesis that should be in the “PhD Result” document.

Trial lecture

(If it is to be presented online, in addition to the earlier uploaded version).

1. Introduction

Welcome [name candidate] and to everyone to the trial lecture.

(If the platform used allows, you as administrator may mute all the audience, and only keep the principal supervisor (if remote) and the committee members as “presenters” (or similar), so that they are allowed to unmute. If you cannot control the muting:) Before proceeding, I will remind all audience that are following this trial lecture remotely, that you keep your microphones muted all the time. Others should only unmute when they are speaking.

In [month, name] handed in his/her thesis with the title: [title of thesis]

It was accepted worthy of defence by the assessment committee.

I will ask each of the members of the committee to present themselves with titles, names and affiliation.

- First I give the word to the 1st opponent: (who present him/herself)
- Then, please the 2nd opponent: (who present him/herself)
- Then myself [title, name, department] at NTNU. In addition to being a member of the assessment committee, I am the administrator of the committee.

I will also introduce the supervisors of the candidate:

- The Principal Supervisor: [title, name, department] at NTNU

- Co-supervisors: Professor [title, name, department] at NTNU (if not from NTNU: provide affiliation)

(You may comment shortly about the number of people being present physically and online.)

2. Verification

(If the candidate is not present at the university:)

I will ask the candidate to say your name and connect your camera.

(The candidate present him/herself)

Then I will ask the principle supervisor to verify that he/she is the announced candidate.

(The supervisor confirms.)

The trial lecture (if relevant), the thesis and the presentation of the thesis are available at internet. I ask the principle supervisor to testify that the candidate has him/herself given and made the presentations.

(The supervisor confirms.)

3. Introduction of trial lecture

Now it is time for the trial lecture. The topic is supported to be outside the main theme of the thesis, and the committee has agreed about the topic: [topic of the trial lecture]

[Name candidate], please we are looking forward for your presentation.

4. Trial lecture

(30 – 45 min live presentation by the candidate.)

Thank you [name candidate] for the presentation.

5. Announcing the presentation of thesis

This ends the trial lecture session. I will just remind you that [name candidate] will present and defend his/her thesis work at [time] today (or specify another day). You can connect by the link at [website].

(You may show the link at a PP presentation or similar).

Committee meeting to conclude about the trial lecture

At least a short meeting should be held immediately after the trial lecture to adjust the assessment from a premeeting (if held), and to conclude whether the trial lecture was satisfactory.

Defence

1. Introduction

Welcome [name candidate] and to everyone to the doctoral defence of [name candidate].

(If the platform used allows, you as administrator may mute all the audience, and only keep the principal supervisor (if remote) and the committee members as “presenters” (or similar),

so that they are allowed to unmute. If you cannot control the muting:) Before proceeding, I will remind all audience that are following this trial lecture remotely, that you keep your microphones muted all the time. Others should only unmute when they are speaking.

Earlier today [name candidate] presented a lecture over a given topic. The committee found the lecture to be (very) satisfactory.

In this part of the defence, the candidate will present and defend his own work.
[Title of the thesis]. In [month, name] handed in his/her thesis with the title: [title of thesis]

It was accepted worthy of defence by the assessment committee.

I will ask each of the members of the committee to present themselves with titles, names and affiliation.

- First, I give the word to the 1st opponent: (who present him/herself)
- Then, please the 2nd opponent: (who present him/herself)
- Then myself [title, name, department] at NTNU. In addition to being a member of the assessment committee, I am the administrator of the committee.

I will also introduce the supervisors of the candidate:

- The Principal Supervisor: [title, name, department] at NTNU
- Co-supervisors: Professor [title, name, department] at NTNU (if not from NTNU: provide affiliation)

(You may comment shortly about the number of people being present physically and online.)

2. Verifications

(If the candidate is not present at the university:)

I will ask the candidate to say your name and connect your camera.

(The candidate present him/herself)

Then I will ask the principle supervisor to verify that he/she is the announced candidate.

(The supervisor confirms.)

The trial lecture (if relevant), the thesis and the presentation of the thesis are available at internet. I ask the principle supervisor to testify that the candidate has him/herself given and made these presentations.

(The supervisor confirms.)

3. About the program and questions from the audience

Before the candidate starts presenting his/her thesis, I will give some practical information.

After the presentation, there will be a 10-minute break before the opponents start their questioning of the candidate. When the committee has finished asking questions, we will open for questions from the audience. However, I need to know who will ask questions the latest during the break (or before any other specified time). You should use the Instant message to notice me that you have a question to ask later by word or you may ask the question directly in the message. (Optional, if available by the applied platform:) You may also notify that you have a question by clicking "raise hand".

(It is recommended to present on PowerPoint the details about how the public should notice their questions and by when.)

4. Thesis presentation:

[Name candidate], please we are looking forward for your presentation of your thesis.

(30 – 45 min presentation)

Thank you for the presentation.

Now we will have a 10-minutes break. And please, remember to notice about any wish to ask questions during this break. See the PowerPoint how. (Prepare a PowerPoint presentation with the required instructions. This can be shown during the whole break.)

5. Break (10 min)

(Check for request from the public about questions.)

6. Discussion of the thesis

Now there will be discussion of the thesis. We start with the 1st opponent [title and name].
(Questions and answers)

Thank you, then there will be questions from the 2nd opponent [title and name].
(Questions and answers)

Thanks to all of you for the discussion.

7. Questions from audience

(If someone has requested to ask questions:)

It is now time for questions from the audience for those who have notified me as requested. I will remind each one to mute the microphone when speaking (or you as administrator may mute the phone for those that are going to speak) and please connect also with your camera that we can see you. For those who have sent a question by IM, I will read the question loudly.

(Then give the word to them in order /pick up the IM questions.

(If no questions from the public:)

No one from the audience has noticed me about questions to the candidate.

8. Conclusion

This ends the doctoral defence.

(Alternative 1, if the committee will meet immediately:)

The assessment committee will have a separate meeting to conclude. We will be back here within 10 minutes to announce the result.

(After the conclusion:)

The committee has concluded, and can congratulate the [name] with the PhD degree.

Thank you, first of all to [name of candidate] and to the assessment committee, but also to all others who have participated.

(Alternative 2, if the committee will not meet immediately)

The assessment committee will have a separate meeting to conclude. The candidate will be informed when the committee has concluded.

Thank you, first of all to [name of candidate] and to the assessment committee, but also to all others who have participated.